DOCUMENT RESUME

ED 042 002 VT 010 807

TITLE	A Guide to Work Experience Education and Employment Placement; A Program for Senior High Schools.
INSTITUTION	Los Angeles City Schools, Calif.
REPORT NO	Pub-403
PUB DATE	69
NOTE	78p.; 1969 Revision
EDRS PRICE	EDRS Price MF-$0.50 HC-$4.00
DESCRIPTORS	Cooperative Education, *Cooperative Programs, *Employment Experience, *Program Guides, Secondary Education, *Vocational Education, *Work Experience Programs

ABSTRACT

This manual is intended primarily as an operational guide for school and area work experience coordinators in senior high schools. Contents cover: (1) development of the cooperative work experience education program, (2) various types of work experience, (3) youth guidance and placement service, (4) legal aspects of employing minors, (5) school credit for work experience programs, (6) duties of work supervisors and program coordinators, (7) program maintenance, and (8) explanation of work experience and work permit forms, including samples of each form. A bibliography is also included, and the guide is illustrated with numerous photographs. (AW)

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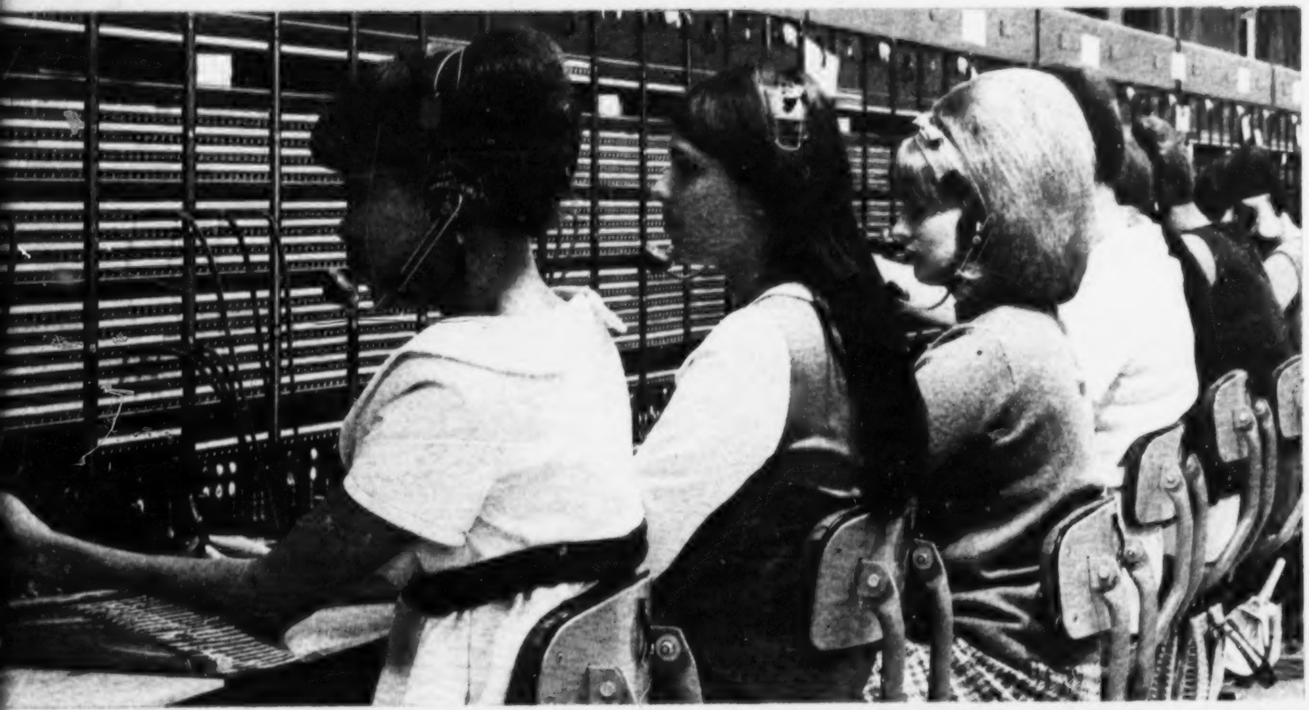
A GUIDE TO



WORK EXPERIENCE EDUCATION

AND

EMPLOYMENT PLACEMENT

LOS ANGELES CITY SCHOOLS

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A GUIDE TO

WORK EXPERIENCE EDUCATION AND EMPLOYMENT PLACEMENT

A Program for Senior High Schools

LOS ANGELES CITY SCHOOLS
Prepared by Auxiliary Services Division
Published by Division of Instructional Planning and Services
Publication No. 403
1969 Revision

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FOREWORD

In contemporary society, occupational opportunities are changing so rapidly that it is not possible within the limits of the school plant to acquaint students with all attitudes, knowledge, and skills that they will need in their respective careers. Students, parents, educators, and employers recognize increasingly that education takes place not only at a desk but also in a work setting under the guidance of a successful, employed adult. In the work experience education program, employers in the community become teachers who help the schools to provide additional education for youth.

Work experience education is a form of practical and applied vocational guidance. The basic skills for job entry and a lifetime of learning are taught in the schools. However, the attitudes involved in employer-employee relationships and those needed in working for and with other people, can be better learned in a job situation. The educational program described in this guide illustrates the cooperative endeavors of school and community in preparing high school students to become productive citizens.

The 1969 Revision of *A Guide to Work Experience Education and Employment Placement* will be of value to school personnel who are responsible for the operation of work experience programs and to the employers who assist the schools by providing occupational training and experience for young people.

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ACKNOWLEDGMENTS

This is the third revision of *A Guide to Work Experience Education and Employment Placement,* originally published in 1944. Grateful acknowledgment is expressed to the many staff members who assisted in the preparation of the initial manuscript and the subsequent revisions in 1953, 1960, and 1969. Particularly, appreciation is conveyed to Lawson Miller, Area Work Experience Coordinator, who organized and compiled an initial draft of the 1969 guide while serving as a consultant in the Measurement and Evaluation Section; to staff members of the Work Experience and Continuation Education Section, who prepared the sample forms; to the Area Work Experience Coordinators who contributed helpful suggestions, and to the School Work Experience Coordinators with whom the area coordinators consulted.

Thanks also are expressed to Muriel Sheldon, Director, Secondary Guidance and Counseling Section, and to David Bower, Area Supervisor, Secondary Guidance and Counseling, who, on behalf of the area supervisors of guidance and counseling, Division of Secondary Education, reviewed the contents and made suggestions relating to the guidance program.

The assistance of Albert Dunkel, Supervising Illustrator, Audio-Visual Section, Instructional Services Branch, in the preparation of art work is acknowledged with gratitude. For advice and guidance in the final stages of production, appreciation is conveyed to Johns Harrington, Editor, School Publications, Division of Instructional Planning and Services.

Photographs for the Guide were provided through the courtesy of the Audio-Visual Section, Instructional Services Branch, and Lawson Miller.

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INTRODUCTION

Work experience education is an integral part of the general and vocational educational program offered in Los Angeles city senior high schools. High standards must be maintained to assure that work experience education contributes fully to the preparation of students for entry into occupational fields.

The purposes of this publication are to assist in assuring that services are extended to students enrolled in work experience education; to provide an operational guide for School and Area Work Experience Coordinators; and to make available to other school personnel information about work experience education. The guide also may be used to present the fundamentals of work experience education to community leaders and employers who provide students with opportunities to work and learn.

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CHAPTER 1

GROWTH OF A PROGRAM

Public schools have long recognized the value of work as a learning experience for youth. For approximately forty-five years, work programs of various types have been conducted by the Los Angeles City Schools. In 1942, work experience education was added to the already existing employment placement program. Periodically, these two related services have been reviewed and updated to meet changing conditions. As the result of experience through the years, purposes have been clarified and improvements and additions have been made. Significant developments in the progress and growth of work experience education are described in the following paragraphs.

A NEW COURSE FOR THE CURRICULUM (1941-1942)

Prior to 1942, school services on behalf of work experience for students were devoted primarily to employment interviewing, counseling, and placement. These services were provided by the Central Employment Services of the Los Angeles City Schools. When World War II began in 1941 and many workers were inducted into the Armed Forces, employment opportunities increased at a rapid rate. The manpower shortage of 1942 and the acute demand for young employees created an alarming increase in the number of students who did not complete their high school education.

This emergency was both a challenge and an opportunity for the school system, employers, and young people. Quick planning and action were necessary so that young people might continue their education and yet participate in the war production effort. In response to the urgent need, the subject of work experience education was introduced into the curriculum of the Los Angeles City Schools.

In spring, 1942, arrangements were made for a balanced program of work and study in thirty-six senior high schools. Students who enrolled in this program were permitted to attend classes for a minimum school day of four hours and to work in essential occupations for an additional four hours. Credit toward graduation was granted for student work that met approved standards of quality and performance.

As a result of the new work-study program, there was a sharp curtailment of withdrawals. Students learned that it was possible to stay in school and still to be employed. New areas of employment previously considered impossible or impracticable for youth were utilized. School and employment proved to be compatible.

A DISTRICT-WIDE PLAN OF OPERATION (1943-1944)

In fall, 1943, five Area Employment Coordinators were appointed to assist the High School Employment Coordinators with the unification of work experience education and the employment program. Through the efforts of area coordinators, working relations between schools and cooperating employers were improved and strengthened. Student workers also were benefited by the supervision and guidance provided for the student on the job.

As opportunities for student placement were increased and enrollment was expanded, it was possible to make improvements in the program. Evaluation committees consisting of teachers, administrators, and consultants met during 1943-1944 to formulate basic principles, administrative policies, and procedures and to define relationships within the program. The outcome was the development of a framework for a district-wide program of work experience education and employment placement.

In addition, *A Guide: Work Experience Education and Employment Placement Program* (Publication No. 403) was published in fall, 1944. The program and plan of operation presented in this publication was approved by the Los Angeles City Board of Education and by the California State Department of Education, as then required by Section 98 (d), Title 5. Education, *California Administrative Code*. During 1943-1944, the description of Course 950 in work experience education was added to the *Catalog of Authorized Courses for Junior and Senior High Schools* (Publication No. SC-344).

WORK EXPERIENCE RE-DEFINED (1946-1947)

After World War II, the purposes of work experience education were re-examined. It was recognized that the program should be broadly conceived as an integral part of general education and that it had the potential of making a vital and significant contribution to individual development. To implement this broader concept and a new approach to the program, the Los Angeles City Board of Education authorized a Work Experience Section in the Division of Secondary Education on February 18, 1946.

An evaluation conducted in 1946 provided guidelines for the peacetime administration, supervision, and operation of work experience and employment placement. Administrators and teachers concerned with the policies and functioning of the program, as well as the Curriculum Committee of the Senior High School Principals Association, were involved actively in making recommendations. The findings were disseminated to school personnel in Senior High Education Bulletin No. 25, a policy communication dated February 26, 1947.

The program which had originated as an emergency measure in 1942 had become an accepted part of the regular secondary school curriculum by 1947.

1953 REVISION OF THE GUIDE

Changes in the administration and interpretation of the work experience program subsequent to 1944 were reflected in a 1953 Revision of the guide that was prepared cooperatively by the Division of Secondary Education and the Division of Instructional Services. Revised duty statements were developed for the positions of High School Employment Coordinator and Area Employment Coordinator. For the first time, a duty statement also was included for the Supervisor of the Work Experience Section, which had been established in February, 1946. Lines of authority and communication between the school's employment office and the Work Experience Section were presented in an organizational chart.

GROWTH AND EXPANSION (1958-1962)

Article 13.1, *Work Experience Education,* Sections 115.20 through 115.26, replaced the former Section 98 (d) in Title 5. Education, *California Administrative Code*, on July 18, 1958. This more extensive and detailed description of work experience education established state-wide standards for its administration. The new regulations authorized school districts to offer exploratory, general, and vocational types of work experience education. Consequently, the Los Angeles City Board of Education adopted a revised plan for work experience education on August 18, 1958, which subsequently was approved by the California State Department of Education. In 1959, instructions issued by the State Department of Education provided for a separate plan for each type of work experience education. In response, the Board of Education approved separate plans on February 25, 1960, for courses in general work experience education and in vocational work experience education.

During the next two years, the staff of the Work Experience Section studied the possibilities of including exploratory work experience as a part of the district's total program in this field. A pilot program therefore was conducted at two hospitals during 1961-1962, and the student response to opportunities for volunteer service at a variety of work stations helped to demonstrate that the addition of non-paid, exploratory work experience would be desirable. Accordingly, a plan for a course in exploratory work experience education was adopted by the Los Angeles City Board of Education on July 16, 1962, and subsequently approved by the State Department of Education.

1960 REVISION OF THE GUIDE

Following the 1953 Revision of the guide, work experience education continued to merit the attention and widespread acceptance of the community. Methods of working with employers, introduced in the 1953 Revision as "field contact procedures," were developed further in the 1960 Revision to assure that every student worker would have an adequate learning environment on the job. Descriptions of safety procedures on the job also were included. The 1960 Revision placed greater emphasis on the guidance functions inherent in the selection and employment placement of work experience applicants and introduced forms to be utilized in maintaining work experience records in the high schools and in conducting referral and follow-up activities. The forms reflected changes in procedures that were designed to serve more effectively the employment needs of youth and of cooperating employers.

ADDITIONS TO THE PROGRAM (1962-1969)

CONTINUATION EDUCATION

In June, 1963, the Los Angeles City Board of Education transferred the responsibility for supervision of the unified district's continuation education program from the principal of Metropolitan High School to the supervisor of the Work Experience Section, effective on July 1, 1963. The title of the Section was changed to that of Work Experience and Continuation Education Section.

In previous years, the responsibility for liaison between schools and employers of students attending continuation classes in designated high schools had been included, on occasion, among the duties of continuation class teachers. As a result of the change in supervisory responsibilities, however, Area Work Experience Coordinators were assigned to conduct on-the-job follow ups of employed continuation students as well as of the regular high school students enrolled in work experience education. The new program stimulated enrollment of continuation students in the program and made it possible for them to receive school credit for work experience obtained in their places of employment.

THE NEIGHBORHOOD YOUTH CORPS

Under provisions of the Economic Opportunity Act (P.L. 88-452, Title I-B), the Los Angeles City Schools initiated a Neighborhood Youth Corps Work Training Project in January, 1965. The responsibility for administration and operation of this project was assigned to the Work Experience and Continuation Education Section, Division of Secondary Education, and the project was made a part of the ongoing work experience education program.

Students enrolled in this Neighborhood Youth Corps project received paid employment in school, offices, and centers operated by the Unified School District and also credit for work experience education. Assignments were made in the following categories: child care, custodians, food service, garage attendant, gardener, library aide, office worker, playground assistant, stock clerk, and teacher aid trainee.

Through the Neighborhood Youth Corps project, it was possible to provide employment opportunities and work experience education for thousands of deserving young people. Prior to the initiation of this program, they could not be placed in jobs because of the scarcity of work stations. During the first four years of operation, the United States Department of Labor budgeted between 1386 and 3300 positions to the Los Angeles City Schools. Nearly 13,000 students in Los Angeles city senior high schools participated in the program. Each semester, approximately one-third of the students receiving work experience education credit were employed in "job-slots" made available through the Neighborhood Youth Corps. The remaining two-thirds were employed in private business and industry.

Operation of the Neighborhood Youth Corps project required additions to the staff of the Work Experience and Continuation Education Section. The number of Area Work Experience Coordinators was increased from eight to fourteen, and a Neighborhood Youth Corps project consultant was added to the certificated staff. Six additional clerical positions also were provided. The new positions were federally funded.

A number of problems developed during the initial stages of the Neighborhood Youth Corps project. For the most part, these were resolved. The project continues to be an especially worthwhile activity, for it provides educational and vocational guidance, on-the-job training for economically deprived youth, and urgently needed financial assistance.

ASSISTANCE FROM VOCATIONAL EDUCATION ACT FUND

In September, 1967, it was possible to add two more Area Work Experience Coordinators to the staff through funds made available under the Vocational Education Act of 1963 (P.L. 88-210). These funds also made it possible to assign Area Work Experience Coordinators on a 10-month basis rather than for only 40 weeks. Although enrollment had increased substantially, these assignments could not be extended earlier because of the limited district budget. As a result of the additional assignments, the case load of each area coordinator was reduced to allow more time for advisement, vocational guidance, and job follow up of work experience enrollees. Extension of assignments to include the period from September 1 to June 30 enabled area coordinators to locate additional jobs for both students and graduates.

CHAPTER 2

THREE TYPES OF WORK EXPERIENCE EDUCATION

Work experience education is defined in the *Catalog of Authorized Subjects* (1967 Revision) as follows:

> Work experience education is pupil participation in planned, supervised learning on a job requiring adult standards of performance. This learning takes place during part of the regular school day, is a joint responsibility of the school, the employer, and the pupil, and is offered on an equal basis with other subjects. The job provides the prevailing wage for like jobs in the occupation, except in certain authorized volunteer work stations. Work experience education makes an important contribution to the practical aspects of the pupil's preparation for living which may not be entirely provided for by other subjects. (5)

This program provides orientation to occupations and careers in three kinds of courses: exploratory, general, and vocational. Exploratory and General Work Experience Education are offered in both junior and senior high school. Vocational Work Experience Education is available only to senior high school students. School credit for work experience education also may be granted to employed students enrolled in continuation education classes. In addition, credit may be earned for work performed as a member of the Neighborhood Youth Corps Work Training Project.

EXPLORATORY WORK EXPERIENCE EDUCATION

A primary purpose of Exploratory Work Experience Education is to provide an opportunity for vocational exploration. Through this type of work experience, the student has opportunities to undertake a series of different work activities. Each activity is designed to increase his understanding of a particular occupation and of his own work-related aptitudes, abilities, interests, and satisfactions. He may observe and sample, systematically, different conditions and requirements of work, using each new job situation as a test of his capabilities in that occupation. In general, Exploratory Work Experience tends to sharpen the student's perceptions of the work environment. The course is described as follows:

> Exploratory work experience is essentially a guidance program. An enrolled pupil is given an opportunity both to observe and to participate in a variety of activities. It is not intended that the pupil should do productive work. The pupil receives no pay but earns school credit. Close supervision is provided by the school to assure that pupils are not exploited and do not replace paid employees. (5)

GENERAL WORK EXPERIENCE EDUCATION

Vocational exploration and development of a readiness to work are achieved through General Work Experience Education. In this course, which differs in several ways from the exploratory course, the work experience is related to one job. In addition, the student is expected to perform the productive work of a regular employee, and he receives pay as well as school credit.

Through general work experience, the student worker learns what it means to be employed. He has a recurring opportunity to examine the occupation in its work setting. He learns to experience human relations as a part of the occupation. The course emphasizes how to work with and for other persons. Therefore, a primary goal is the development of desirable work habits and attitudes. General Work Experience Education is defined in this way:

> The controlling purpose of general work experience education is to provide teen-age boys and girls with maturing experiences through supervised part-time employment that will help them to become productive and responsible individuals. The part-time work done by the pupil need not be related to the occupational goal of the pupil. Pay is received for this work. The pupil receives school credit for General Work Experience Education. (5)

VOCATIONAL WORK EXPERIENCE EDUCATION

This type of work experience education is accomplished through part-time employment in the occupation which the student plans to enter and for which he is preparing in high school. Vocational work experience is an extension of the vocational learning activities available to the student in his work. Technical knowledge is reinforced, and employable skills are sharpened through supervised practice and use on the job. In the vocational work experience course, the school in cooperation with industry helps the student to develop a readiness to work. Individual competence, self-confidence, and self-respect are promoted. The course is described as follows:

> In vocational work experience education programs, the employment of a pupil is specifically within the occupation for which his courses in school are preparing him. Employment thus serves the function of a practical laboratory experience for reinforcing the in-school occupational education. Pupils in Vocational Work Experience Education receive both pay and school credit for their work. (5)

JOBS HELD BY WORK EXPERIENCE EDUCATION STUDENTS

As an indication of the scope of the program, distribution of work experience students by occupational groupings during a recent school year is summarized below. Approximately 75 per cent of the boys were employed in service, semi-skilled, or unskilled occupations. Girls were employed primarily in clerical, sales, and service occupations. During the school year, work experience students may be employed in as many as 350 different occupations.

OCCUPATIONAL FIELD	BOYS %	GIRLS %
Professional-Technical	1	3
Clerical	12	44
Sales	6	18
Service (not domestic)	28	21
Domestic	0	6
Farm-Agricultural	3	0
Skilled Workers	2	0
Semi-Skilled Workers	25	4
Unskilled Workers	23	4
TOTAL	100	100

Usually, the majority of students enrolled in work experience education will obtain employment in the following jobs:

BOYS

Apprentice Clerk
Assembler
Auto Mechanic's Helper
Auto Service Station Attendant
Box Boy
Bus Boy
Cook or Cook's Helper
Delivery Boy
Dishwasher
Gardener or Gardener's Helper
Kitchen Helper

GIRLS

Beauty Operator-Trainee
Cashier
Clerk, General Office
Clerk, Typist
Countergirl (Restaurant)
Dentist's Assistant
File Clerk
Marker (Dry Cleaners)
Nursing Service Cadet
Page (Library)
Receptionist

Laborer, Construction
Machinist Trainee-Helper
Office Boy
Packer
Porter
Printer's Helper
Shipping Clerk
Stock Boy

Sales Girl
Secretary
Telephone Operator
Typist
Waitress
Wrapper

Some unusual jobs that have been filled by work experience students include:

BOYS

Aircraft Mechanic Helper
Boat Builder Helper
Coil Machine Operator
Dental Technician Apprentice
Frameman (Telephone)
Gunsmith Apprentice
Heel Seat Laster (Shoe repair)
Marble Setter Helper
Sign Writer, Hand
Ski Maker, Machine
Swimming Pool Technician
Tailor
Termite Treater Helper
Travel Agent Assistant

GIRLS

Adjustment Clerk
Credit Clerk
Display Girl
Draftsman, Junior
Embossing Machine Operator
Fishing Rod Assembler
Gym Instructor
Horse Trainer
Mandrel-Maker Helper
Porcelain Painter, Hand
Payroll Clerk
Wig Dresser

CHAPTER 3

A GUIDANCE AND PLACEMENT SERVICE FOR YOUTH

A planned program of work experience education helps the student to develop an understanding of the meaning of work and thus prepares him for the transition from school life to the realities of employment. Therefore, perhaps the most important objective of this program is to help young people learn the responsibilities of being an employee.

OBJECTIVES OF THE PROGRAM

Gainful employment is an invaluable learning experience for most young people. The majority of student workers can benefit from such an assignment, whether they are registered for credit in work experience education, or are working without being enrolled in the program. It has been demonstrated, however, that the student worker enrolled in work experience education will derive greater benefits than one who is not. These are a result of the planned sequence of work activities supervised by an Area Work Experience Coordinator. The student who participates in school-directed, work experience education receives highly valuable guidance in attaining the objectives listed on page 14.

ELIGIBILITY

Most students who enroll in work experience education are regular students attending school full time. For these students, the hours spent in employment are considered to be a part of their educational program.

Students enrolled in continuation education classes who are employed and who wish to use their employment to earn school credit also can qualify for admission to the program, even though many of these students attend school only for the minimum number of hours prescribed by state law. Enrollment makes them eligible to receive the guidance services provided by the Area Work Experience Coordinator. He will consult with the student and employer at stated intervals and make an evaluation of the student's progress on the job.

Some regular, full-time students are employed in the Neighborhood Youth Corps. These students usually enroll for the course in work experience education. School credit is granted, provided that the student employee is employed for a sufficient number of hours in the trainee position and meets the responsibilities of the job in accordance with performance standards. However, the work of all enrollees in the Neighborhood Youth Corps is evaluated by the Area Work Experience Coordinator, including those who may not be employed for a sufficient number of hours to receive school credit and those who may not be enrolled in work experience education. The Area Coordinator visits each student on the job and makes periodic evaluations of progress.

OBJECTIVES OF WORK EXPERIENCE EDUCATION

OCCUPATIONAL

Exploration of a variety of work opportunities and working conditions

Adjustment to fellow workers, the immediate foreman or supervisor, and the employer

Familiarity with the complexity of tasks that comprise a job

Employable skills

EDUCATIONAL

Recognition of the relationships between job requirements and school subjects

Application of classroom knowledge and experiences to job performance

Improved study habits

Motivation to learn

SELF-DIRECTION

Efficient, productive work habits

Poise and self-assurance

Responsibility for work performance

Flexibility in planning

SELF-UNDERSTANDING

Discovery and recognition of aptitudes and interests

Identification of satisfactions to be derived from work

Recognition of suitability, or lack of it, for an occupational field

THE EMPLOYMENT PLACEMENT SERVICE

The placement services of the school's employment office are available to all students, whether or not they are enrolled in work experience education. Many students are placed in jobs through the joint efforts of the School Employment Coordinator and the Area Work Experience Coordinator. However, only students enrolled in work experience education receive school-directed supervision and follow up. The student who is not enrolled in the program will not receive guidance from the area coordinator.

The primary responsibility of the Work Experience and Continuation Education Section and of the high school employment office is to administer the work experience education program for students enrolled for credit. The placement function of this program is administered uniformly by the same personnel for all students. Applications for employment and job orders for all students are processed by the school's employment office and the Work Experience Section.

VOCATIONAL DEVELOPMENT

Vocational guidance is a major goal of the work experience education program. Exposed to the realities of a work environment, the young worker begins to evaluate his present and future role in relation to the organization and routines of industry, the demands of a job situation, and the give-and-take of employee relationships. Although every effort is made to work closely with the student, it is not always possible to identify the catalyst that develops an awareness of his role as a productive worker.

In the program, opportunities for gaining practical knowledge are manifold. The student is exposed to a new environment and a daily schedule of recurring tasks and is surrounded by employees who come from different backgrounds. If he is to work with them, the student must broaden his understanding of interpersonal relationships and also recognize that the expectations of his employer may differ from those of his teacher. As an employee, the student also may be expected to work with the representative of a labor union, who serves as a negotiator between him and the employer. In addition, the student develops a first-hand knowledge of economics through his receipt of a paycheck. Losing a job can be accompanied by immediate economic penalities. Teachers may forgive the student for not meeting a deadline, but the employer must function on a mandatory schedule that employees are required to maintain.

Often, the student is faced with a transportation problem in going to and from work. To assure that he will not be late nor absent, he must make appropriate arrangements for transportation. The employer will not accept a note from the parent as an excuse for absence or late arrival. The student also must organize his study time effectively to fulfill his classroom responsibilities.

As the student meets the problems and responsibilities of a working adult, he gains insight into the economics of production and grows in vocational maturity. Work experience education helps him to become employable.

CHAPTER 4

LAWS AFFECTING THE EMPLOYMENT OF MINORS

If credit for work experience education is to be granted, the student must be legally employed in accordance with federal, state, and local laws governing the employment of minors. In addition, recognition must be given to laws governing school attendance. Because it is an authorized course, enrollment in work experience education is subject to certain legal requirements. Familiarity with laws affecting the employment of minors and enrollment in work experience education is therefore a responsibility of school personnel and the employer. In the event that there are conflicting laws or regulations at different levels of government, or between agencies, that law which offers the greatest protection to the minor has precedence.

Since work experience education is an integral part of the general education curriculum, this subject must contribute to the education and vocational development of the student. The student's job must qualify on the basis of criteria that have been established for work experience education. In addition, the student must be legally enrolled in the program.

FEDERAL LAWS

FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act applies to employers who engage in interstate or foreign commerce or in the production of goods for such commerce. Child labor provisions of this Act regulate the hours of employment and the kinds of work that may be performed by minors. The Act defines the employment of children under legal age as "oppressive child labor." Below are summarized some of the important provisions that affect the work experience education program.

General Age Limitation – Under the Fair Labor Standards Act, the basic minimum age for employment is 16 years. A minor who is 16 years of age of older may be employed in any occupation not declared hazardous by the United States Secretary of Labor. There are no other restrictions. The employment may be during school hours or at other times.

A limited number of occupations are open to 14- and 15-year-old students after school hours. These are defined in *A Guide to Child Labor Provisions of the Fair Labor Standards Act.* (9)

Hazardous Occupations – The minimum age for employment in hazardous occupations is 18. These include the following types of employment:

1. Work in or about plants or establishments which manufacture or store explosives or articles containing explosive components
2. Service as a motor-vehicle driver
3. Occupations in coal mines
4. Logging occupations; occupations requiring the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill
5. Operation of power-driven woodworking machines
6. Work involving exposure to radioactive substances and to ionizing radiations
7. Operation of elevators and other power-driven hoisting apparatus
8. Operation of certain power-driven metal forming, punching, and shearing machines
9. Occupations that involve mining other than coal
10. Work in or about slaughtering and meat-packing establishments and rendering plants
11. Operation of certain power-driven bakery machines
12. Operation of certain power-driven paper-products machines
13. Work involved in the manufacture of brick, tile, and related products
14. Operation of circular saws, band saws, and guillotine shears
15. Work involved in wrecking, demolition, and ship-breaking operations
16. Roofing operations
17. Excavation operations

Hazardous Occupations Orders No. 5, 8, 10, 12, 14, 16, and 17 of the United States Department of Labor contain exemptions for apprentices and student workers who are learning occupations, provided they are employed under certain conditions. (9)

Employment of 14- and 15-Year-Old Minors – Employment of minors of these ages is restricted to certain occupations and working conditions that will not interfere with their school program, health, or well-being. They may not be employed:

During school hours

Between 7 p.m. and 7 a.m. while school is in session; or between 9 p.m. and 7 a.m. during summer vacation

More than 3 hours per day on a school day

More than 18 hours per week during a school week

More than 8 hours per day on a non-school day

More than 40 hours per week during a non-school week

Approved Occupations – Minors who are 14 or 15 years old may be employed in the following kinds of work activities:

Office and clerical work, including the use of office machines

Cashiering, selling, modeling, art work, work in an advertising department, window-trimming, and comparative shopping

Price-marking and tagging, by hand or machine; assembling orders; packing and shelving

Bagging customer's purchases and carrying them to vehicle

Errands and delivery work, by foot, bicycle, or public transportation

Clean-up work, including the use of vacuum cleaners and floor waxers

Maintenance of grounds, but not including the use of power-driven mowers and cutters

Kitchen work, and other work involved in serving food and beverages, including the operation of machines and devices used in the performance of such work. (These duties may include, but are not limited to use of dishwashers, toasters, dumb waiters, popcorn poppers, milk shake blenders, and coffee grinders.)

Work with cars and trucks, if confined to the following: dispensing gasoline and oil; courtesy service; and car cleaning, washing, and polishing. (These duties do not include the use of pits, racks, or lifting apparatus, or the inflation of any tire mounted on a rim equipped with a removable retaining ring.)

Cleaning vegetables and fruits; and wrapping, sealing, labeling, weighing, pricing, stocking goods, when these activities are performed in areas physically separate from areas where meat is prepared for sale and are performed outside of freezers and meat coolers.

Forbidden Occupations – Minors who are 14 or 15 years old may not be employed in the following kinds of work activities:

Manufacturing

Mining

Processing occupations (except those previously noted under *Approved Occupations*)

Occupations performed in workrooms where goods are manufactured, mined, or otherwise processed for shipment out of state

Public messenger service

Operating or tending any power-driven machines (except those previously noted under *Approved Occupations*)

Other occupations declared to be hazardous

THE WALSH-HEALEY PUBLIC CONTRACTS ACT

This federal law is applicable to manufacturers, or dealers contracting to manufacturers, who supply materials valued in excess of $10,000 to the United States Government. The Act specifies that no boy under 16 nor girl under 18 years of age, shall be employed in any work performed under a public contract. An exception is office employees who are engaged exclusively in office work relating generally to the operation of the business. These employees are not covered by this Act. There is a penalty of $10.00 per day for each day that a minor under the minimum age is knowingly employed in violation of the Act.

STATE REGULATIONS

Each of the 50 states has a child-labor law, and all but three of the states have compulsory school attendance laws. With regard to the employment of minors, whenever a state law differs from a federal law, the law prescribing the higher standard must be observed. Laws that govern the employment of minors in the state of California have been summarized in a *Digest of the California Child Labor Laws,* issued by the California Department of Industrial Relations. (7)

Regulations that appear in the *California Education Code* and the *Labor Code* and that are directly applicable to placement for work experience credit are as follows: (The source of each regulation is cited by use of E.C. or L.C. in parentheses.)

SCHOOL ATTENDANCE REQUIREMENTS

1. Minors between the ages of 6 and 16 years must attend full-time school unless exempted for special reasons provided by law. (E.C. 12101)
2. Minors under 16 years of age holding full-time work permits must resume regular school attendance within 10 days after becoming unemployed. (E.C. 12201)
3. Minors between 16 and 18 years of age who have not been graduated from high school and who are employed regularly must attend continuation education classes for at least 4 hours per week. (E.C. 12551) When not regularly employed, such minors must attend these classes for at least 3 hours a day. (E.C. 12553)

PERMIT TO WORK

1. No minor under 18 and over 16 years of age who is required to attend school and no minor under 16 years of age shall be allowed to work without a Permit to Work. (E.C. 12304, 12701, and 12702; L.C. 1299) This permit must be obtained by the minor.
2. The Permit to Work is accepted as proof of age under the Fair Labor Standards Act. It should be recommended to employers covered by this Act and who employ minors that they require of each minor a Permit to Work as proof of legal age for the occupation in which the minor is employed.
3. The Permit to Work is issued by school authorities designated by the governing board of the school district. It may be obtained from public high schools at any time during the year. In Los Angeles city senior high schools, the school Work Experience Coordinator provides copies of the application form for a work permit. After this form has been proc-

essed, the Permit to Work is issued by the Work Permits Office, Child Welfare and Attendance Branch. For employment during vacation periods, the Permit to Work on Saturdays and during Regular Vacation from School is issued by the high school attendance office. (E.C. 12251, 12301, 12651, and 12701)

4. The Permit to Work is subject to cancellation by the State Labor Commissioner, or by the Superintendent of Public Instruction, or by the issuing authority. (L.C. 1300 and E.C. 12267)

PERMIT TO EMPLOY

1. The employer must obtain a Permit to Employ for each minor under 16 years of age whom he intends to employ. (E.C. 12301 and 12304)
2. For a minor over 16 years of age but under 18 years of age, the employer must have on file either a Permit to Employ or a copy of the Permit to Work as authorization to employ. (E.C. 12701 and 12702)
3. The Permit to Employ is issued by school authorities designated by the governing board of the school district. In the Los Angeles City Schools, the Permit to Employ is issued by the Work Permits Office, Child Welfare and Attendance Branch. (E.C. 12301)
4. The Permit to Employ is subject to cancellation by the State Labor Commissioner, or by the Superintendent of Public Instruction, or by the issuing authority. (L.C. 1300 and E.C. 12267)
5. Failure to produce a Permit to Work or a Permit to Employ is *prima facie* evidence of illegal employment of a minor. (L.C. 1304)

EXCEPTIONS REGARDING WORK PERMITS

A Permit to Work is not required under certain circumstances or for certain kinds of work. The regulations which govern these exemptions are summarized below.

Theatrical Work – Special written consent for theatrical work and for work in motion pictures, radio, television, and other types of entertainment must be obtained from the California State Labor Commissioner. (L.C. 1395, 1396, and 1397) An Application for Permission to Work in the Entertainment Industry (Department of Labor Law Enforcement Form No. 277) may be secured from a casting agency or motion picture studio.

After the form is properly completed, it must be taken by the student *and parent* to the Los Angeles office of the Commissioner. The current address and telephone number of this office appear in the Los Angeles Central Telephone Directory under "California, State of."

Special consent for employment in theatrical work is required of all minors under 18 years of age, whether or not the minor receives compensation for his services. There are exceptions for certain non-commercial events, such as the appearance of the minor in church, public or religious school, or community entertainment, or in any entertainment for charity or for children, for which no admission fee is charged.

Odd Jobs in Private Homes – A Permit to Work is not required for jobs provided by the home owner or resident, such as raking leaves, moving lawns, or baby sitting, provided that the minor is not employed for such jobs on a regular basis. (State Attorney General's Opinion)

Agriculture – A Permit to Work is not required for a minor employed in agricultural work on a farm owned or operated by the parents or guardian. (E.C. 12269)

Newspaper Sales – A Permit to Work is not required for a minor who purchases newspapers and resells them at a street location or on a delivery route.

AGE REQUIREMENTS

No minor under the age of 16 years shall be permitted to work except that (L.C. 1290) ___:

1. A minor over 15 but under 16 years of age may secure a Permit to Work full time, provided that he has completed the equivalent of the seventh grade (E.C. 12252), has a promise of definite employment, and is physically fit to undertake the work contemplated. (E.C. 12261)
2. A minor over 14 but under 16 years of age may secure a Permit to Work full time, provided that he has completed school work throught the eighth grade, has a promise of definite employment, is physically fit to undertake the work contemplated, and is a member of a family in extreme financial need because of death, the disability of a family member, or desertion of the father. (E.C. 12254)
3. A minor over 14 years of age may secure a Permit to Work part time on school days during a public school session. (E.C. 12259)
4. A minor over 12 but under 14 years of age may secure a Permit to Work on Saturdays and during regular or occasional specified public school vacations. (E.C. 12255, 12256, and 12258)

LOCAL REGULATIONS

As indicated on the preceding pages, the welfare of employed minors is covered, generally and specifically, by federal and state labor laws that serve as guidelines for local regulations. Therefore, the latter usually are based on these federal and state laws. Some flexibility of interpretation is allowed at the local level under the broad term "welfare of the minor." In most cases, local regulations are considered more restrictive than federal or state laws, since they often are written to relate to specific needs or new developments. However, federal and state laws, if specific in nature, are subject to strict interpretation and are applicable at the local level.

RESPONSIBILITY FOR THE MINOR'S WELFARE

On the basis of consideration for a minor's welfare, any school official may remove a student from a job if it interferes with his school work, his health, or citizenship. A parent conference is desirable befor taking such a step. (13)

DOOR-TO-DOOR SALES

Local regulations prohibit boys under 16 years of age and girls under 18 years of age from conducting door-to-door sales or peddling. (13)

POSSIBLE EMPLOYMENT IN A HAZARDOUS OCCUPATION

If a student's employment may be considered as an extension of a school class in which he is enrolled as preparation for an occupation, it is possible for him to be employed in a hazardous occupation that otherwise would be prohibited. The limitations of such an assignment are prescribed on the School-Employer Agreement for Employment of Vocational Work Experience Education Student (Form No. W.E. 09-66). This form is shown in Figure 12 of this guide. By the terms of the agreement, the student employed in a hazardous occupation must be placed under the direct supervision of an experienced adult, from whom he will receive technical guidance and continuing instruction regarding appropriate safety procedures.

CHAPTER 5

CONSIDERATIONS IN GRANTING SCHOOL CREDIT

Like any other school subject, work experience education courses require the maintaining of standards relating to work habits, cooperation, and achievement. Credit can be granted only when these requirements are met. Credit also may be denied under the following conditions:

1. **The job that is performed fails to contribute to the education and welfare of the student worker.**
2. **Labor laws are violated.**
3. **The student terminates his employment prior to the end of the prescribed period.**
4. **The student is employed for an insufficient number of hours.**

DISTRICT POLICY

Credit for authorized and supervised work experience education is granted in accordance with district policy, as defined in the *Catalog of Authorized Subjects* (1967 Revision). (5) The policy is as follows:

1. **Credit is granted only for work experience education which is approved, programmed, coordinated, and supervised by school representatives, and which is satisfactorily performed by the pupil.**
2. **Pupils receiving credit for work experience education must be regularly enrolled in school during the semester for which credit is granted.**
3. **A mark is assigned on the basis of properly reported performance on the job. This mark is not affected by marks obtained in other subjects.**
4. **Credit in work experience education, as such, may not exceed:**
    - a. **Five semester periods per semester in Exploratory Work Experience Education**
    - b. **Ten semester periods per semester in General or Vocational Work Experience Education when the pupil is enrolled in only four other classes**
    - c. **Five semester periods per semester in General or Vocational Work Experience Education when the pupil is enrolled in five other classes**
    - d. **Five semester periods per semester in General or Vocational Work Experience Education in addition to six other classes only in the *senior* year and only when**

specifically approved by the school principal when necessary to meet graduation requirements

e. A total of 40 semester periods in all types of work experience education earned during combined enrollment in both junior and senior high school, made up of one of, or a combination of two or more, of the following types:

    (1) Ten semester periods in Exploratory Work Experience Education

    (2) Twenty semester periods in General Work Experience Education

    (3) Forty semester periods in Vocational Work Experience Education

5. Credit for Exploratory Work Experience Education is granted on the basis of 5 semester periods for a minimum of 10 hours per week of observation and service at the work station for at least 15 weeks in the semester.

6. Credit for General or Vocational Work Experience Education is granted on the basis of 5 semester periods for a minimum of 200 hours on the job. The 200 hours must be distributed over a period of at least 3 months. Fractional parts of 200 hours may be used to grant proportionate credit when circumstances warrant. Pupils enrolled in a 4-4 program must work a minimum of 300 hours to earn 10 semester periods of credit.

7. One semester of work experience education may fulfill the graduation requirement of one semester in a practical arts class at the senior high school level.

8. Other basic curriculum requirements are not affected by the granting of credit for work experience education. The normal number of semesters in school may not be decreased by the accumulation of such credits, except for pupils directly selected by the principal for acceleration.

9. Marks obtained in work experience education are entered on the pupil's cumulative record, along with marks in other subjects.

It is recommended that the original joint Employer Report on Student Worker – Area Work Experience Coordinator Report, on which is recorded the subject mark assigned by the area coordinator, be filed in the student's cumulative record folder.

ADDITIONAL CONSIDERATIONS

1. Student workers must meet all federal, state, and local regulations regarding labor laws, work permits, and educational standards, if credit is to be granted.

2. Pupils enrolled in work experience education are expected to remain on their jobs throughout the entire semester. During one semester, pupils properly scheduled for school and work in a 4-4 program may accumulate in excess of 400 hours on the job. This is a desirable goal for 10 semester periods for credit of work experience edu-

cation and is recommended as a standard. A minimum of 300 hours is required for 10 semester periods.

3. **The minimum requirement of work hours in a 5-4 program for 5 semester periods of credit is 200 hours, distributed over a period of at least 3 months. The minimum should be accepted for credit only in an emergency, or in cases that are deserving and unusual.**

   Credit may be withheld if a pupil voluntarily terminates his employment prior to the close of the semester in order to obtain time for personal activities.

4. **Exploratory Work Experience Education is an exception to the minimum requirements, which apply only to General Work Experience Education and to Vocational Work Experience Education. For Exploratory Work Experience Education, credit may be granted for a minimum of 10 hours per week of non-paid work on the job, distributed over a period of at least 15 weeks.**

5. **For anyone of the three types of work experience education courses, proportionate credit may be granted for any fraction of the required hours at work. The extent of credit is determined by the school Work Experience Coordinator in consultation with the counselor and with the approval of the principal.**

6. **Pupils may be assigned to one of two schedules in completing the required number of hours in school and on the job:**

   a. **The 4-4 schedule permits the pupil to attend four classes and to perform four hours of work on the job on each school day. If one eight-hour day of work is performed during the weekend, the student worker will accumulate 28 hours of work per week, the amount which is most commonly earned in this program.**

   b. **The 5-4 schedule permits the pupil to attend five classes and to perform up to four hours of work on the job on each school day. If one eight-hour day of work is performed during the weekend, the student worker may accumulate 28 hours of work per week.**

EMPLOYMENT SITUATIONS FOR WHICH CREDIT IS NOT GRANTED

Credit for work experience education may not be granted for the following types of work:

1. **Door-to-door solicitation. This type of work does not provide a permanent work station, as required, and cannot be evaluated. It is illegal for girls under 18 years of age and for boys under 16 years of age.**

2. **Telephone solicitation from a home.**

3. **Normal family duties at the pupil's own home. Babysitting for younger brothers or sisters or yard work at home are considered to be family responsibilities. Credit is not granted**

for these activities, except in unusual circumstances when credit is requested and the request is approved by a school administrator.

4. Babysitting, if performed as an irregular, on call, type of employment with no supervision. However, if babysitting is performed under the constant supervision of the homemaker–employer, and the work schedule is regular, the Area Work Experience Coordinator may consider the granting of credit.

5. Employment in a room of a restaurant or bar where alcoholic beverages are served. Kitchen or office work, however, is permitted.

6. Employment in a liquor store holding an "off sale" liquor license, which permits liquor to be sold only in packaged form. Although not illegal on the basis of work permit laws, this type of employment is not recommended for students enrolled in work experience education. The availability of liquor and the frequent lack of continuing supervision create a moral hazard. Taking telephone orders for liquor and delivering liquor are discouraged as proper employment for credit.

7. Certain jobs in construction and maintenance. Some jobs of these types are illegal for minors, such as roofing and demolition work. Those types of employment that require the employee to travel from one job to another also cannot be performed for work experience credit. Lack of a permanent work station makes it impractical to provide supervision and evaluation for work credit.

8. Employment at a parking concession operated for a night club, theater, or restaurant, whenever the employer does not maintain an office and there is inadequate supervision by adult employees. Late and irregular hours, indifferent record-keeping, and provision of wages in the form of tips are additional reasons for denying credit for this type of employment.

PERSONNEL INVOLVED IN GRANTING COURSE CREDIT

The employer, the Area Work Experience Coordinator, the school Work Experience Coordinator, and, occasionally, the high school principal are involved in recommending and granting of course credit in work experience education. Each pupil's performance is evaluated at his work station at least once during every 10-week marking period. The area coordinator visits the work station and confers with the pupil's employer. Whenever possible, the area coordinator also talks with the pupil on the job. However, because some conferences with the employer must be held during hours when the pupil is attending classes, it is not possible to observe the pupil's work during each visit. For each 10-week period, the employer and the Area Work Experience Coordinator prepare a written report concerning each student worker.

THE EMPLOYER

It is the employer's responsibility to maintain a record of the pupil's employment and to have information available at all times that will assist in making an objective evaluation of the pupil's work. In a conference with the Area Work Experience Coordinator at the work station, the employer provides information about the pupil's performance. The employer's evaluation of the quality and quantity of work, work habits and cooperation, and attendance is recorded on the Employer Report on Student Worker – Area Work Experience Coordinator Report. (Form No. W.E. 04-68) (See Figure 11.)

THE AREA WORK EXPERIENCE COORDINATOR

It is the responsibility of the Area Work Experience Coordinator to maintain liaison between the school and the employer. After the employer has recorded his evaluation of the pupil's work on the form provided, the area coordinator enters a report of his visit on the same form. His replies to key questions about the work situation and the employer's evaluation will enable him to assign a subject mark for school credit. The area coordinator then forwards the completed form, which has been prepared in triplicate, to the Work Experience and Continuation Education Section, where two copies are placed in the central file. At this time, the original copy is forwarded by the Section to the Work Experience Coordinator at the pupil's school. It is recommended that the original copy of the joint Employer Report on Student Worker – Area Work Experience Coordinator Report be filed in the student's cumulative record folder.

THE SCHOOL WORK EXPERIENCE COORDINATOR

The school Work Experience Coordinator records the subject mark and credits for work experience education on the student's report card. This information is subsequently entered on the student's cumulative record. In addition, the school coordinator discusses with the pupil the information recorded on the joint employer and area coordinator report. If the report shows that some adjustment is needed in the pupil's school or work schedule, the coordinator takes the action that is necessary. Whenever possible, the school coordinator also informs teachers of related courses about the progress of the pupil in his on-the-job activities.

THE SCHOOL PRINCIPAL

Although the subject mark assigned by the area coordinator is accepted as authorization for school credit, the principal is the final authority in determining whether credit should be granted. However, the principal is seldom directly involved, except in an administrative capacity, in the awarding of the subject mark and in the granting of credit. Whenever it is necessary to arbitrate the granting of credit under marginal conditions, the principal is consulted, and his decision is final.

CHAPTER 6

DUTY STATEMENTS

Three certificated positions are assigned to the operation of the work experience education program. They are Supervisor, Work Experience and Continuation Education Section; Area Work Experience Coordinator; and High School Work Experience Coordinator. Duty statements for these positions appear on the following pages.

Appointment of personnel to the supervisor's position and that of area coordinator are based upon committee evaluations. There are sixteen Area Work Experience Coordinators. Eight of these positions are funded from the regular budget of the Los Angeles City Schools, while the others are funded through federal allocations made available by the Economic Opportunity Act and the Vocational Education Act.

Each area coordinator supervises pupils assigned to positions provided by employers in the community and to Neighborhood Youth Corps jobs in schools, offices, and centers operated by the Los Angeles Unified School District. For this purpose, each coordinator is responsible for performing services in a specific area that includes three or four senior high schools. The sixteen areas are shown on page 32.

Each high school has a Work Experience Coordinator, frequently referred to as the employment coordinator. The duties of this position are performed on a part-time basis by a member of the teaching staff who is selected by the principal. The school coordinator may work from one to three hours per day in the school employment office. The remainder of his working day is spent in teaching, or in performing other duties as assigned by the principal.

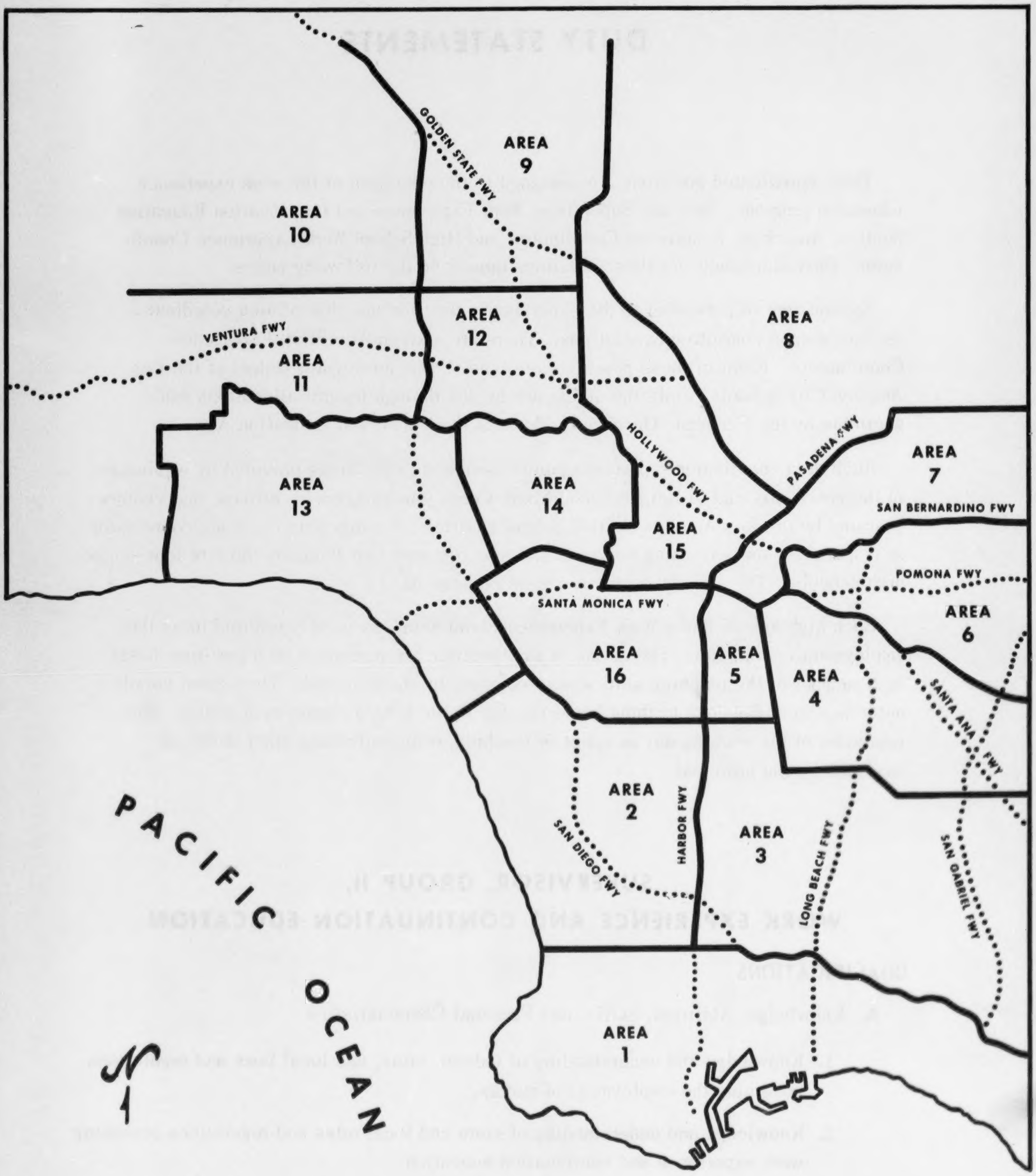
SUPERVISOR, GROUP II,
WORK EXPERIENCE AND CONTINUATION EDUCATION

QUALIFICATIONS

A. Knowledge, Abilities, Skills, and Personal Characteristics

1. Knowledge and understanding of federal, state, and local laws and regulations governing the employment of minors.
2. Knowledge and understanding of state and local rules and regulations governing work experience and continuation education.

WORK EXPERIENCE AREAS
OF THE LOS ANGELES UNIFIED SCHOOL DISTRICT


AREA 9
AREA 10
AREA 12
AREA 8
AREA 11
AREA 13
AREA 14
AREA 15
AREA 7
AREA 6
AREA 16
AREA 5
AREA 4
AREA 2
AREA 3
AREA 1
GOLDEN STATE FWY
VENTURA FWY
HOLLYWOOD FWY
PASADENA FWY
SAN BERNARDINO FWY
POMONA FWY
SANTA MONICA FWY
SANTA ANA FWY
SAN DIEGO FWY
HARBOR FWY
LONG BEACH FWY
SAN GABRIEL FWY
PACIFIC OCEAN
N

3. General knowledge of how labor organizations function in the employment community.
4. Broad understanding of employment placement methods and practices used in senior high schools, public employment offices, and youth services agencies.
5. Understanding of vocational counseling practices, materials, techniques, and resources.
6. Comprehensive knowledge of the senior high school curriculum.
7. Ability to make effective public presentations.
8. Competence in the use of survey and other research techniques.
9. Personal characteristics necessary to work harmoniously with adults in a supervisory capacity.
10. Experience in the field of employment placement, vocational advisement, or work experience evaluation.
11. Previous work experience in a field other than teaching.

B. Requirements

1. Education: An earned master's degree or an advanced degree of at least equivalent standard from a recognized university or college.
2. Experience: Five school years of at least 130 days each year of successful experience in a secondary school position requiring certification qualifications.
3. Status: Permanent certificated employee of the Los Angeles Unified School District at the time of the application.
4. Health: Physical and mental fitness to engage in supervisory service as evidenced by a certificate from the Health Services Branch of the Los Angeles City Schools.
5. Credential: Possession of a valid California Secondary Administration or General Administration Credential; or a valid Secondary Supervision, or Standard Supervision, or General Supervision Credential.

SELECTION

Selection of the Supervisor of Work Experience and Continuation Education is made through procedures conducted by the Personnel Division of the Los Angeles City Schools. The Division of Secondary Education requests that a selection be made and establishes the standards for filling the position.

DUTIES

A. Primary Function: Serves as a staff member within the Division of Secondary Education in the administration and supervision of all activities conducted by the Work Experience and Continuation Education Section. This includes supervision of the work experience and continuation education programs and operation of the employment placement program for high school students.

B. Directly Responsible to: An Area Superintendent, Division of Secondary Education.

C. Immediate Subordinates: The Area Work Experience Coordinators and the staff of the Work Experience and Continuation Education Section.

D. Responsibilities

1. Supervises the operation of the Work Experience and Continuation Education Section, including the Central Employment Service, by planning and coordinating the performance of duties by the staff, and by evaluating the services performed, estimating budget needs, and controlling expenditures.
2. Assists in the initiation, development, and modification of work experience and continuation education programs in the senior high schools.
3. Conducts a program of employment placement for students, dropouts, and graduates.
4. Provides specialized assistance to schools in order that maximum service will be provided to pupils enrolled in work experience education and continuation education courses and to other working student.
5. Coordinates and supervises the program of continuation education in the secondary schools, assuming the legal responsibilities for the program in accordance with legal requirements.
6. Collects information and submits required reports to the California State Department of Education and to the Associate Superintendent, Division of Secondary Education, concerning the organization and nature of the program of continuation education in the senior high schools.
7. Works closely with the principals of designated senior high schools in the administration and supervision of continuation classes maintained in their schools.
8. Directs and conducts employment and occupational surveys and makes the results available for use in the educational program.
9. Assists the Measurement and Evaluation Section, Auxiliary Services Division,

and the Instructional Planning Branch, Division of Instructional Planning and Services, in the preparation of materials for the work experience education courses and for the continuation education program.

10. Represents the Division of Secondary Education in appropriate relationships with commercial, industrial, and community groups.
11. Conducts staff and in-service training meetings with personnel of the Work Experience and Continuation Education Section, high school Work Experience Coordinators, and continuation education teachers.
12. Participates in line and staff meetings; serves on committees and attends appropriate conferences; coordinates activities with those of other supervisors and with related activities conducted by the Division of Secondary Education.
13. Performs other duties as assigned.

THE AREA WORK EXPERIENCE COORDINATOR

QUALIFICATIONS

A. Knowledge, Abilities, Skills, and Personal Characteristics

1. Knowledge and understanding of federal, state, and local laws and regulations governing the employment of minors.
2. Knowledge and understanding of state and local rules and regulations governing work experience and continuation education.
3. General knowledge of how labor organizations function in the employment community.
4. Broad understanding of employment placement methods and practices used in senior high schools, public employment offices, and youth services agencies.
5. Understanding of vocational counseling practices, materials, techniques, and resources.
6. Comprehensive knowledge of the senior high school curriculum.
7. Ability to make effective public presentations.
8. Personal characteristics necessary to work harmoniously with students and adults.

9. Experience in the field of employment placement, vocational advisement, or work experience evaluation.

10. Previous work experience in a field other than teaching.

B. Requirements

1. Education: Bachelor's degree from a recognized university or college.

2. Experience: Five school years of at least 130 days of successful experience in a secondary school position requiring certification qualifications.

3. Status: Permanent certificated employee of the Los Angeles Unified School District at the time of application.

4. Health: Physical and mental fitness to engage in educational service as evidenced by a certificate from the Health Services Branch of the Los Angeles City Schools.

5. Credentials: Possession of a valid California General Secondary Credential or a Standard Teaching Credential with Specialization in Secondary Teaching.

6. Transportation: Possession of a motor vehicle and a valid operator's license.

SELECTION

Selection of the Area Work Experience Coordinator is accomplished through procedures conducted by the Personnel Division of the Los Angeles City Schools. The Division of Secondary Education requests that a selection be made and establishes the standards for filling the position.

DUTIES

A. Primary Function: Serves on the staff of the Work Experience and Continuation Education Section of the Division of Secondary Education as liaison between senior high schools and employers or potential employers of pupils in a designated area of the district. Assists the supervisor of the Section in the supervision of the work experience and continuation education programs in the senior high schools within the specified area.

B. Directly Responsible to: Supervisor, Group II, Work Experience and Continuation Education.

C. Immediate Subordinates: None. Provides assistance to the local high school Work Experience Coordinators and to continuation education teachers in designated senior high schools within a designated area.

D. Responsibilities

1. Appraises work stations and jobs for which school credit is being requested.

2. Observes student workers at places of employment and, using the Employer Report on Student Worker – Area Work Experience Coordinator Report (Form No. W.E. 04-68), assigns subject marks for work performance. Transmits assigned marks to the high school Work Experience Coordinators in his area prior to the end of each quarter.

3. Serves as liaison between the employer and school in the adjustment and solution of student problems relating to work experience.

4. Solicits employment openings for pupils attending senior high schools in the area.

5. Provides information to pupils and employers regarding the laws and regulations under which minors are permitted to work.

6. Conducts special investigations and makes adjustments relating to employment conditions, pupils' work behavior, and pupils' attendance at school and work.

7. Assists in the collection, development, and compilation of vocational, occupational, and employment data obtained in the field for school information and use.

8. Assists the high school Work Experience Coordinators in the operation of work experience education and employment placement programs in the specific senior high schools in the area.

9. Assists the continuation education teacher in designated schools in his area; and, under the direction of the principal concerned, in providing for continuation students the best possible learning activities in the classroom and on the job.

10. At the request of a high school administrator in his area, or the administrator's representative, addresses student groups about occupations, employment, and pre-employment preparation.

11. Contributes to the career development of pupils through participation in meetings of lay and professional groups, providing information and encouraging employers to make opportunities available for local employment.

12. Coordinates activities and collects information in cooperation with other Area Work Experience Coordinators and with staff members of the Work Experience and Continuation Education Section.

13. Prepares periodic reports of activities and progress.

14. Performs other duties as assigned.

THE HIGH SCHOOL WORK EXPERIENCE COORDINATOR

QUALIFICATIONS

A. Knowledge, Abilities, Skills, and Personal Characteristics

1. Knowledge and understanding of federal, state, and local laws and regulations governing the employment of minors.
2. Knowledge and understanding of state and local laws and regulations governing work experience and continuation education.
3. Thorough working knowledge of the senior high school curriculum, class programming, school record files of pupils, and procedures utilized by the counseling office.
4. Knowledge of employment practices and job development.
5. Ability to maintain harmonious relationships with members of the school staff, students, and employers and with other representatives of the industrial and business community.
6. Ability to maintain satisfactory working relationships with public employment offices and youth services agencies.
7. Training and skill in vocational counseling and employment placement.
8. A conscientious interest in and loyalty to the work experience education program.
9. A firm commitment to the educational value of work.
10. Appreciation and respect for all useful work.
11. Patience, courtesy, and tact in working with other pupils and adults.
12. Resourcefulness in the development of a work experience education program for the school.
13. Previous work experience in a field other than teaching.
14. Ability and willingness to maintain accurate records.

B. Requirements

1. Status: Permanent certificated employee of the Los Angeles Unified School District and a member of the school staff.
2. Credential: Possession of a valid California General Secondary Credential or a Standard Teaching Credential with Specialization in Secondary Teaching.

SELECTION

The High School Work Experience Coordinator is appointed by his immediate supervisor, the principal.

DUTIES

A. Primary Function: Serves as the teacher in charge of pupils who are enrolled in Work Experience Education. Works with teachers, the counselor, and advisors in screening, selecting, and placing pupils enrolled in work experience education in a manner that will provide them with the best available opportunities in vocational guidance and vocational education.

B. Directly Responsible to: The high school principal. However, with the approval of the principal, follows regulations and policies established by the Work Experience and Continuation Education Section, which are interpreted in the schools by the Area Work Experience Coordinators.

C. Immediate Subordinates: None.

D. Responsibilities

1. Maintains regular office hours.
2. Arranges for the office to be well identified by a sign near the entrance.
3. Posts office hours so that they are clearly visible.
4. Notifies the school secretary and central switchboard operator of his office hours.
5. Interviews all student applicants for jobs.
6. Creates and maintains a card file of jobs requested by pupils, using the Employment Application (Form No. W.E. 03-60). (Refer to Figures 1 and 2.)
7. Issues and processes work permit application forms.
8. Creates and maintains a card file of employers' job orders received directly from the employer or the Area Work Experience Coordinator; for this purpose, uses the Employer's Job Order (Form No. W.E. 08-60). (Refer to Figures 3 and 4.)
9. Places pupils in jobs, basing assignments upon the data recorded on the job order and on the pupil's employment application.
10. Offers suitable employment to qualified applicants, when available, without discrimination as to race, creed, color, or national origin.

11. Notifies the employer immediately if a job cannot be filled.

12. When a pupil is employed, arranges for adjustments in his program of classes in cooperation with the counseling office; completes the Enrollment Form for Work Experience Education (Form No. W.E. 02-66), shown in Figures 7 and 8; and completes the Record and Credit Card (Form No. W.E. 05-67), shown in Figures 5 and 6.

13. Completes in detail the heading of the joint Employer Report on Student Worker – Area Work Experience Coordinator Report (Form No. W.E. 04-68), shown in Figure 11, and records the required information for the Area Work Experience Coordinator.
    a. For the initial report, prepares the form or before the Wednesday of the third week of the semester.
    b. For the semester's final marks in work experience education, prepares the form on or before Friday of the twelfth week of the semester.

14. For late enrollees, forwards the Employer Report on Student Worker – Area Work Experience Coordinator Report to the area coordinator as soon as the pupil is employed.

15. Reviews and appraises the employer's ratings of student performance on the returned Employer Report on Student Worker.

16. If the report indicates that enrollment in work experience education is not in the best interests of the pupil, arranges with the counseling office for adjustments in his program.

17. Advises the employer, the Area Work Experience Coordinator, the school counselor, and the pupil's parents of any major changes in the pupil's work program.

18. Maintains in the school's work experience education office and on the student's cumulative record in the counseling office a complete cumulative record of the pupil's subject marks and ratings in work experience education.

19. Serves as a resource person in matters relating to work experience, community relations, and vocational guidance for the school's administrative staff, counseling staff, school staff committees, and fellow teachers.

20. Performs teaching and other duties as assigned by the principal.

CHAPTER 7

MAINTAINING THE PROGRAM

The success of the work experience education program is dependent upon the effective use of available facilities and the maintaining of effective communication. In the school, the Work Experience Coordinator is responsible for establishing successful working relations with members of the faculty and staff. In addition, he is responsible for establishing communication with employers who place their job orders directly with the school.

His counterpart in the field, the Area Work Experience Coordinator, develops channels of communication with employers representing a wide variety of businesses as well as with the school coordinators in his area.

Thus, the work of the school and area coordinators is mutually supporting for the purpose of assuring that the student applicant has an educationally rewarding job experience.

THE SCHOOL EMPLOYMENT OFFICE

Within the school, the program is conducted from the work experience education office, which also is known as the employment office. It should be readily accessible to pupils and located near the counseling and attendance offices. A sign should clearly identify the work experience education office and indicate the hours during which it is open. The area in which applications are accepted should be approximately 12 feet x 18 feet and separated from the reception area by a partition. Working space is needed for several staff members as well as for office furniture and equipment. These should include two desks, one for the coordinator and one for a clerk-typist, a typewriter, file cabinets, telephone, work tables, chairs, and several bulletin boards. The arrangement of the equipment and furniture should be carefully planned to contrbute to the efficient functioning of the office.

In the allocation of floor space, the need for the school coordinator to work with many pupils simultaneously should be considered. For example, without previous notice, an employer may request the immediate placement of a number of student employees to assist with a single event, such as a style show, the opening of a supermarket, or the taking of inventory. For the completion of an annual inventory by a large company, the school coordinator may be asked to register as many as one hundred students for a weekend job assignment. School registration week also is an exceedingly busy period.

To control student traffic in and out of the office, especially at peak periods, a counter extending the width of the office and facing the entrance is esential. The counter also can be used as a desk for job applicants, who must complete the various work experience education forms.

LINES OF COMMUNICATION

As previously stated, the school coordinator must maintain communication with both employers and members of the faculty and school staff. He also is in frequent communication with the Area Work Experience Coordinator; the Work Experience and Continuation Education Section; and the Work Permits Office, Child Welfare and Attendance Branch.

Within the school, the coordinator keeps in particularly close touch with the counseling and attendance offices and with vice-principals, teachers of work experience education students, and teachers of continuation education classes, when these are offered. The coordinator is expected to maintain a plan for transmitting information with a minimum of class interruptions. Use of message forms is essential.

WORKING WITH THE EMPLOYER

The Area Work Experience Coordinator is the school district's representative in all matters relating to student employment in the area to which he is assigned. He supervises employed students enrolled for credit in work experience education courses; seeks job openings; and helps to develop new job opportunities for pupils. On his visits to job sites, the area coordinator discusses with the employer the student's performance and progress and such topics as work permits, safety standards and procedures, labor laws and regulations, and the general environment of the work station.

The following techniques are suggested in developing effective working relationships with employers:

Time the visit. Schedule visits at a time that is convenient for the employer. This is of utmost importance, for a businessman is usually under pressure. For example, the area coordinator should avoid making calls on a restaurant owner or manager during the lunch hour, or on a theater manager at opening time. Visits should be brief and businesslike, and tact and courtesy are essential.

Explain the program. Describe the work experience education program to prospective employers in a brief but thorough manner. Demonstrate to the employer how the program can benefit his business as well as the student worker. In addition, explain how the placement of a student may meet the employer's need for part-time help, especially if adults are not available for this purpose.

Capitalize on job openings. Be alert to new opportunities for student employment. When the employer expresses satisfaction with the work performed by a student worker, inquire whether he could use additional work experience students in the same or other job classification. If a student must leave a job for any reason, suggest a replacement.

Cultivate a positive approach. In conversations with the employer, assume initially that he is meeting the legal requirements for employment of minors. This approach may help to remind the employer in the event that observance of a regulation has been overlooked. It also may introduce a discussion of other matters relating to the welfare of student employees.

Weigh the employer's comments. Note that it may be desirable to compare the employer's oral evaluation of a student worker with the actual ratings that he has recorded on the joint Employer Report on Student Worker – Area Work Experience Coordinator Report. (Refer to Figure 11.) An employer may mark a student in the "Average" or "C" column; yet he may state that the young worker is his best and most responsible employee. In such a case, the area coordinator in his report should record a higher mark than was entered by the employer.

Assure a learning situation. Be sure that each job placement involves a learning experience. In a limited number of cases, a friend or relative of a pupil may employ him in his business. Because of the close personal relationship, the pupil may be permitted to perform at a level below that of the work experience education standards or attendance required for school credit. If accurate and necessary information is not available from the employer, it is recommended that the area coordinator ask for permission to review the payroll record, deduction statements, time sheets, and other related documents.

Accept the employer's suggestions. If you receive suggestions from an employer which are not related to work experience education but which concern the school district, refer them to the appropriate administrator. Utilize suggestions related to work experience, when feasible and appropriate, and communicate them to the Supervisor of the Work Experience and Continuation Education Section for possible use in other areas as well.

Cooperate with the employer. Confer with the student on the job when it is desirable to do so, but with the employer's permission. Consultation involving the productive time of a paid student worker should be kept to a minimum.

CHAPTER 8

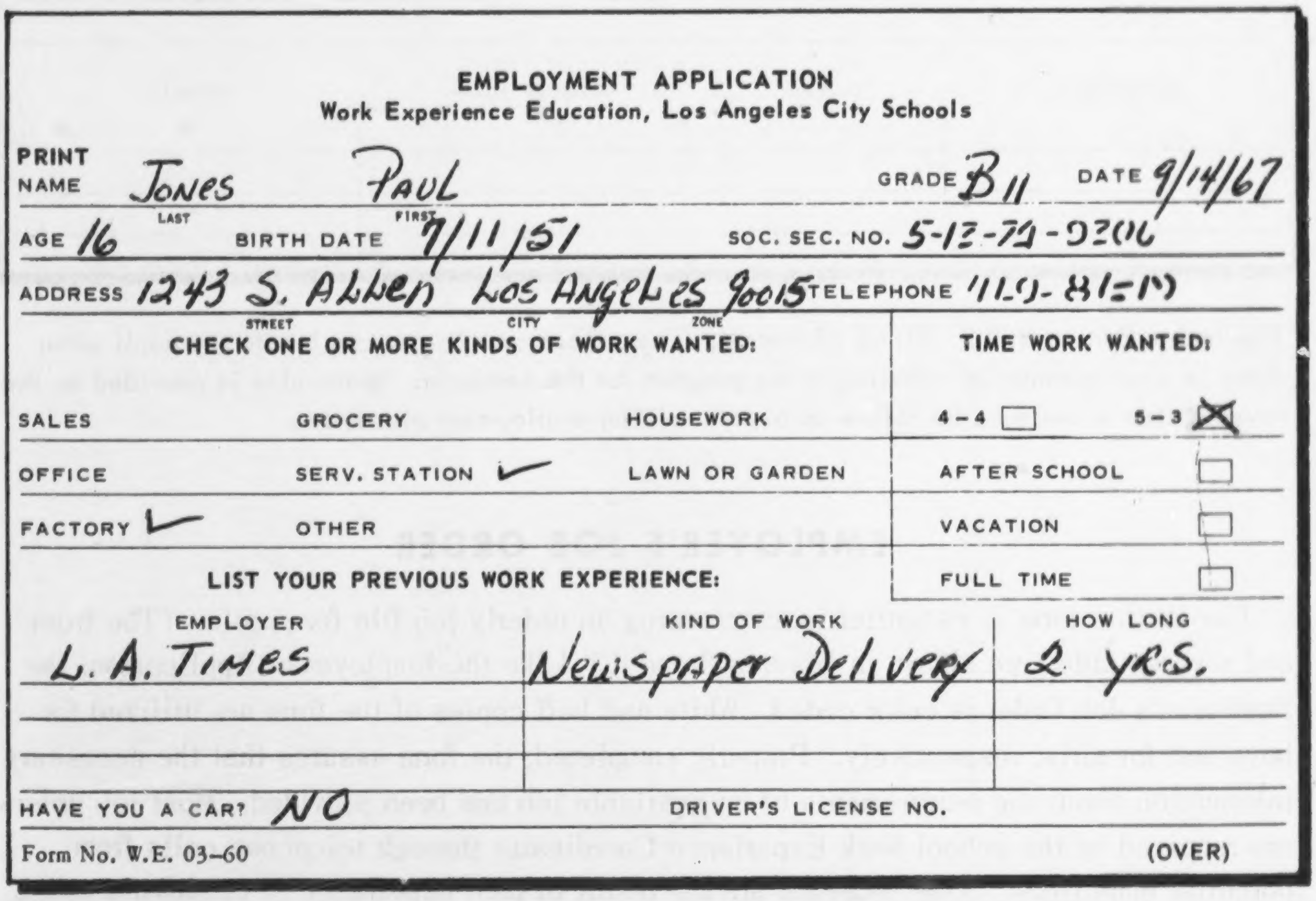
WORK EXPERIENCE FORMS

EMPLOYMENT APPLICATION

Pupils may apply at the school employment office for a job by completing the Employment Application card. This form is color coded. A white card is used for male applicants, and a buff card is used for female applicants. The front of the card is shown in Figure 1, and the reverse side is shown in Figure 2.

The following procedures should be utilized in processing this form:

1. As soon as the form is completed, check it for completeness, neatness, and accuracy before the pupil leaves the office.
2. If the pupil does not have a Social Security number, provide him with a Social Security application form.
3. Explain the need for a Social Security number in conjunction with employment place-



EMPLOYMENT APPLICATION
Work Experience Education, Los Angeles City Schools

PRINT NAME Jones (LAST) Paul (FIRST) GRADE B11 DATE 9/14/67
AGE 16 BIRTH DATE 9/11/51 SOC. SEC. NO. 5-13-79-0206
ADDRESS 1243 S. Allen (STREET) Los Angeles (CITY) 90015 (ZONE) TELEPHONE 419-8151

CHECK ONE OR MORE KINDS OF WORK WANTED:			TIME WORK WANTED:
SALES	GROCERY	HOUSEWORK	4–4 ☐ 5–3 ☒
OFFICE	SERV. STATION ✓	LAWN OR GARDEN	AFTER SCHOOL ☐
FACTORY ✓	OTHER		VACATION ☐
			FULL TIME ☐

LIST YOUR PREVIOUS WORK EXPERIENCE:

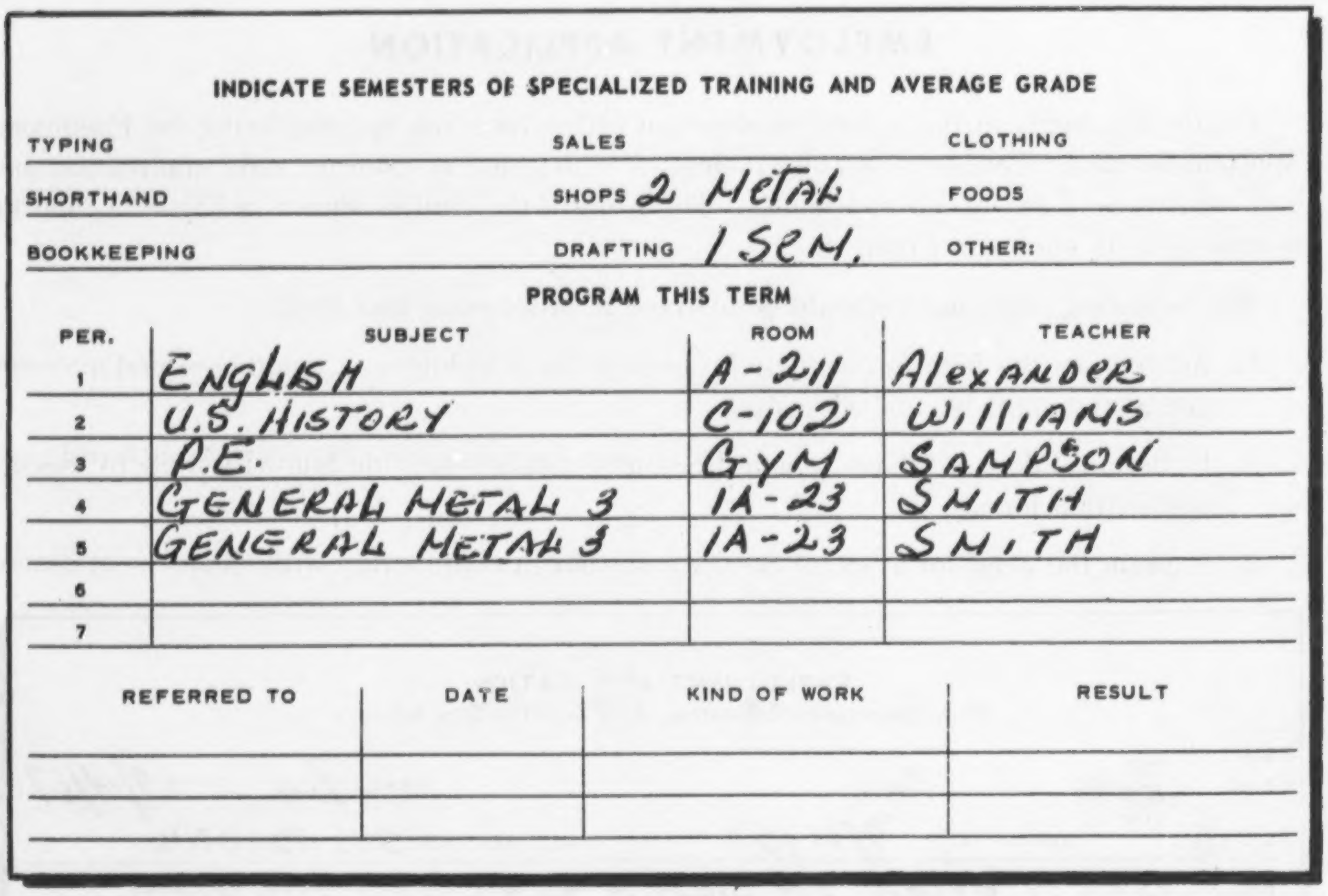
EMPLOYER	KIND OF WORK	HOW LONG
L. A. Times	Newspaper Delivery	2 yrs.

HAVE YOU A CAR? NO DRIVER'S LICENSE NO.

Form No. W.E. 03-60 (OVER)

Figure 1 – Form No. W.E. 03-60 (Front). A file of application forms is maintained for reference in filling employers' job orders.

ment, whether or not the applicant is enrolled for course credit. Advise the pupil that it is necessary for him to obtain a Social Security card prior to his placement and that he may mail the application or deliver it to the nearest Social Security District Administration Office.



INDICATE SEMESTERS OF SPECIALIZED TRAINING AND AVERAGE GRADE

TYPING	SALES	CLOTHING
SHORTHAND	SHOPS 2 Metal	FOODS
BOOKKEEPING	DRAFTING 1 Sem.	OTHER:

PROGRAM THIS TERM

PER.	SUBJECT	ROOM	TEACHER
1	ENGLISH	A-211	Alexander
2	U.S. HISTORY	C-102	WILLIAMS
3	P.E.	GYM	SAMPSON
4	GENERAL METAL 3	IA-23	SMITH
5	GENERAL METAL 3	IA-23	SMITH
6			
7			

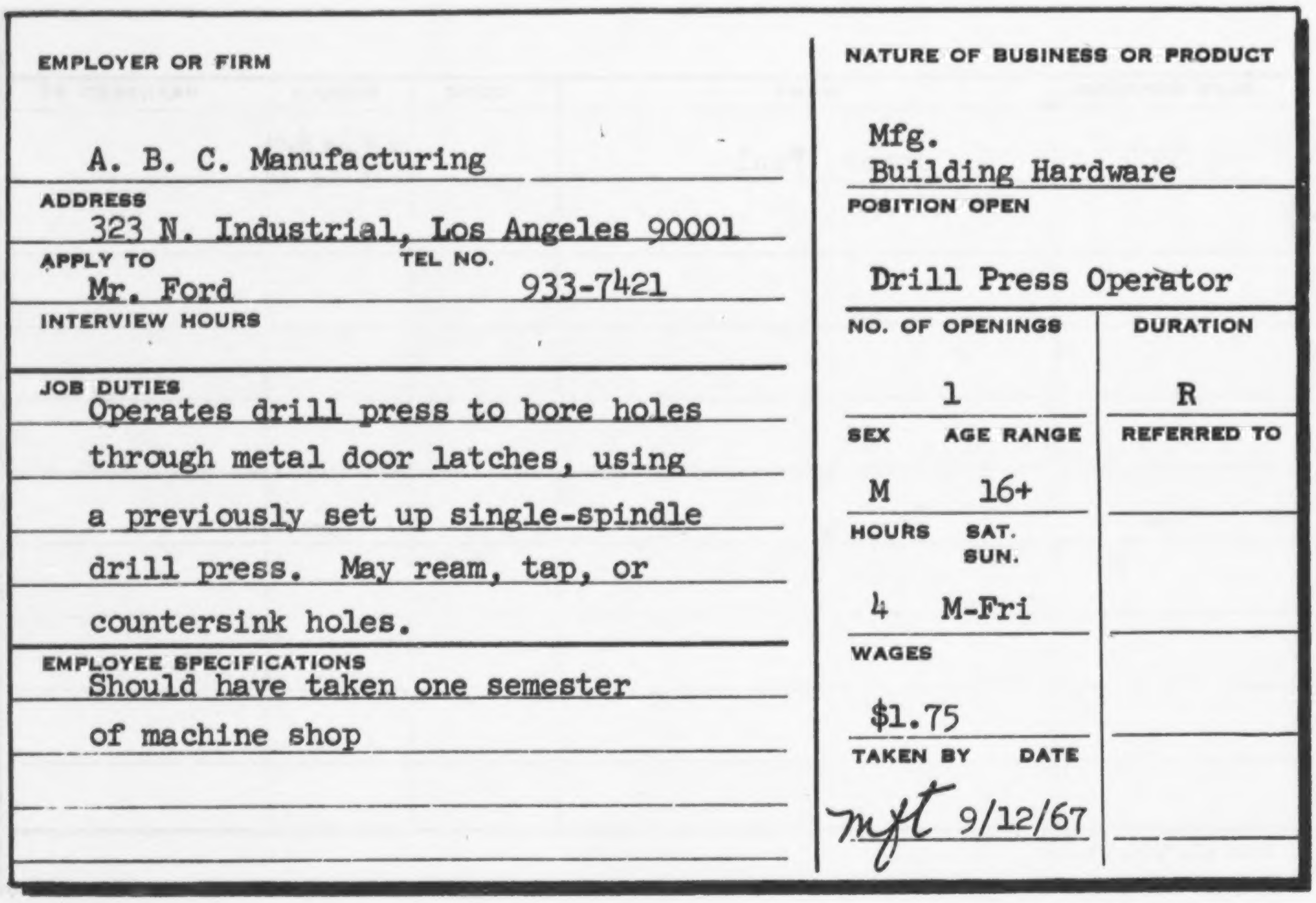
REFERRED TO	DATE	KIND OF WORK	RESULT

Figure 2 – Form No. W.E. 03-60 (Reverse). The school coordinator can locate the pupil when there is a job opening by referring to his program for the semester. Space also is provided on the reverse side of the form for follow-up of referrals for employment placement.

EMPLOYER'S JOB ORDER

Use of this form is essential in maintaining an orderly job file for pupils. (The front and reverse sides are shown in Figures 3 and 4.) Like the Employment Application, the Employer's Job Order is color coded. White and buff copies of the form are utilized for boys and for girls, respectively. Properly completed, the form assures that the necessary information about the requirements of an available job has been provided. Most job orders are received by the school Work Experience Coordinator through telephone calls from potential employers. Some requests are the result of past experience in employing young people, while others are stimulated by the visits of the area Work Experience Coordinator with employers.

Accurate information concerning an available job, recorded on the job order card, helps the school Work Experience Coordinator to select the best qualified applicant. The information also is helpful to the pupil, who must become acquainted with the job requirements and the procedures to be followed in making an application for employment. Employers usually prefer to interview at least two applicants for each position. The date on which each pupil is sent for an interview as well as whether or not he has been employed also should be recorded.



EMPLOYER OR FIRM
A. B. C. Manufacturing

ADDRESS
323 N. Industrial, Los Angeles 90001

APPLY TO Mr. Ford
TEL NO. 933-7421

INTERVIEW HOURS

JOB DUTIES
Operates drill press to bore holes through metal door latches, using a previously set up single-spindle drill press. May ream, tap, or countersink holes.

EMPLOYEE SPECIFICATIONS
Should have taken one semester of machine shop

NATURE OF BUSINESS OR PRODUCT
Mfg.
Building Hardware

POSITION OPEN
Drill Press Operator

NO. OF OPENINGS 1
DURATION R

SEX M
AGE RANGE 16+
REFERRED TO

HOURS 4
SAT. SUN. M-Fri

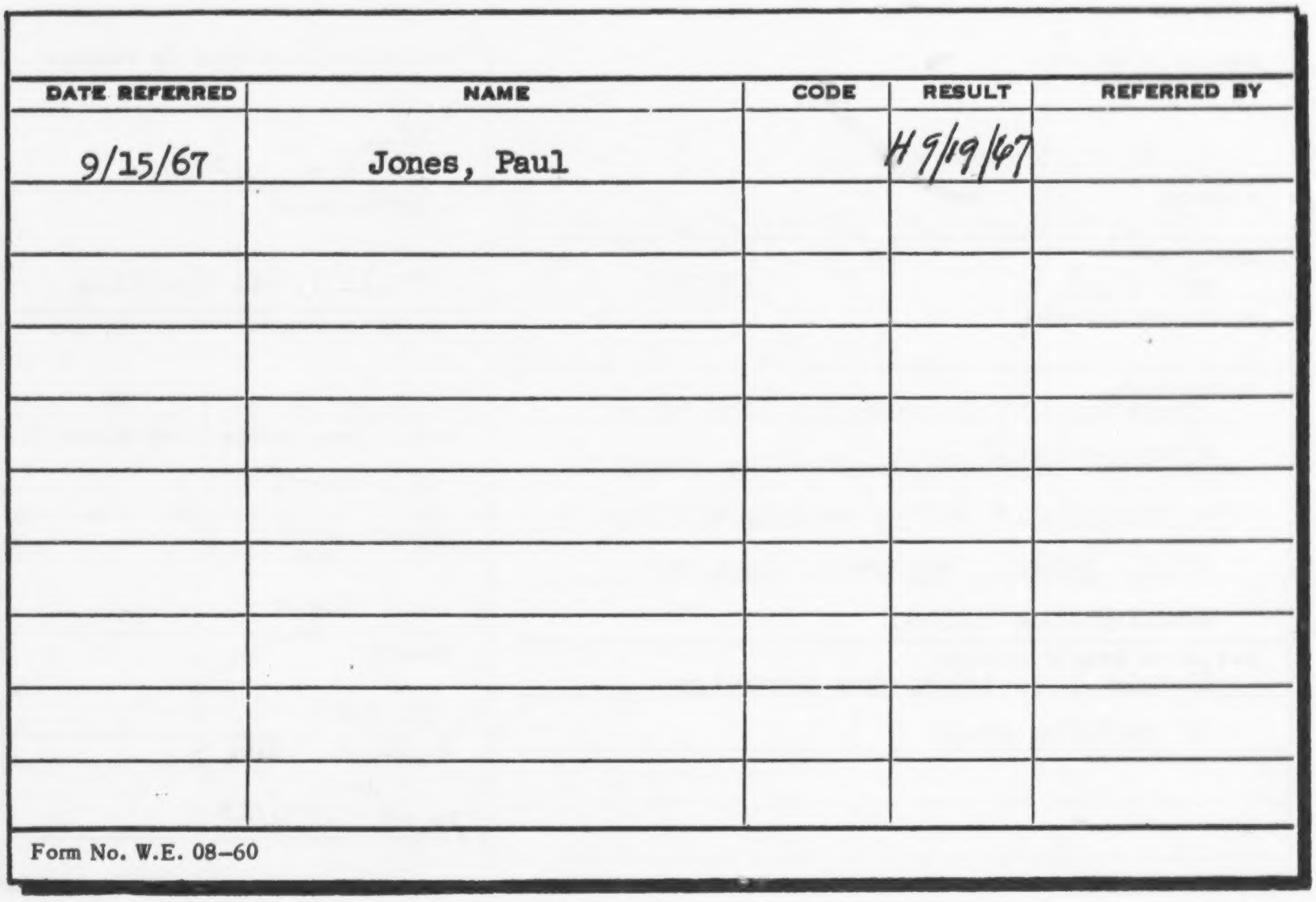
WAGES $1.75

TAKEN BY mft
DATE 9/12/67

Figure 3 – Form No. W.E. 08-60 (Front). This form is used by the area or school Work Experience Coordinator and by the staff of the Work Experience and Continuation Education Section.

After a job has been filled, it is recommended that the job order card be placed in a "dead file" for future reference. Usually, the number of job orders received and placements made is computed by the school Work Experience Coordinator at the end of each semester for inclusion in the annual report of the Work Experience and Continuation Education Section. The cards also are useful in compiling reference lists of cooperating employers and of all jobs held by work experience students during the semester or school year.

In addition, the job order card (Figure 3) can yield valuable placement information. For example, the card can be used to determine the number of requests for a drill press operator. The sample shown specifies that this applicant must have completed one semester of metal shop to qualify for consideration. The pupil who is selected for this job will have an early opportunity to test his knowledge and skills acquired in the classroom against the technical requirements of operating a production machine in a manufacturing plant. Experience on the job will enable him to gain further evidence of his abilities and interests, will increase his understanding of his vocational potential, and will provide a valuable basis for making occupational decisions.



DATE REFERRED	NAME	CODE	RESULT	REFERRED BY
9/15/67	Jones, Paul		H 9/19/67	

Form No. W.E. 08–60

Figure 4 – Form No. W.E. 08-60 (Reverse). Names of student applicants referred to the employer are recorded.

RECORD AND CREDIT CARD

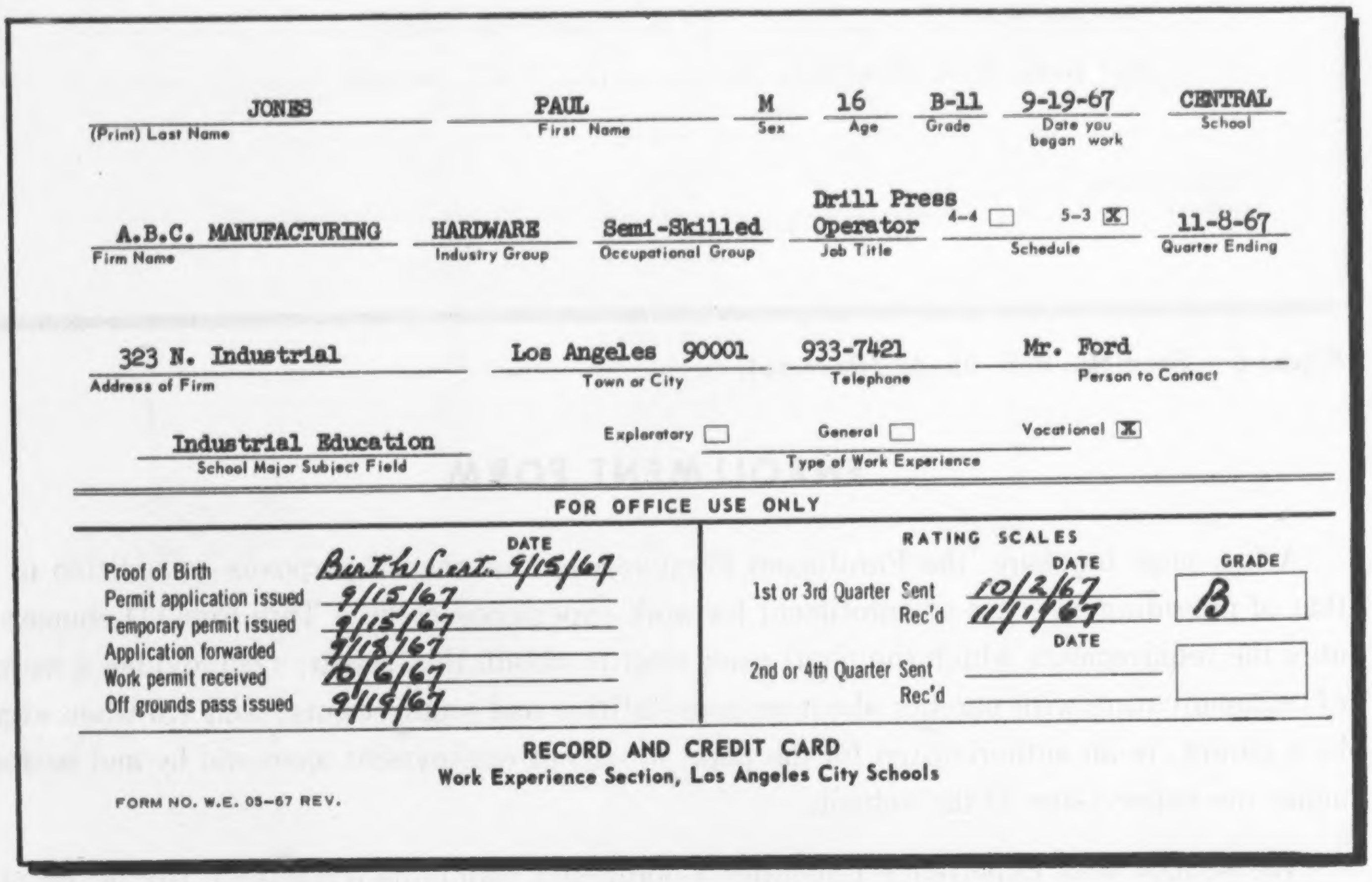
The master work experience record form is the Record and Credit Card. It is maintained on a semester basis for each pupil enrolled for work experience education credit. The school coordinator records on the front side of the form information about the job and the employing firm, progress of the application for a work permit, and the subject mark for the semester. (Refer to Figure 5.) On the reverse side of the card which is shown in Figure 6, the pupil records his program of school subjects. In some schools, this program must be approved by the counselor and the vice-principal.

The student's subject mark in work experience education is recorded on the Record and Credit Card at the close of each quarter. The mark is placed in a box in the section entitled "Rating Scales," a term commonly used in conjunction with the joint Employer Report on Student Worker – Area Work Experience Coordinator Report. (See Figure 11.)

Entries in this section serve to remind the school Work Experience Coordinator that he has prepared and sent to the area coordinator, and subsequently has received from him, the evaluative form used in reporting the student's achievement on the job. The subject marks reported by the area coordinator for the second and fourth quarters are normally regarded as the semester marks.

The pupil whose Record and Credit Card is shown in Figure 5 is on a 5-3 schedule, in which he will attend five classes and perform three hours of work on the job each school day. One of his subjects is Vocational Work Experience Education, and opposite this entry is recorded the name of the school Work Experience Coordinator.

Applicants for the job of drill press operator are required to have completed one semester of machine shop. (See Employer's Job Order shown in Figure 3.) This pupil was prepared to meet the employer's specification, having completed two semesters (General Metal 1 and 2) at the time of his application. Employment as a drill press operator will allow the pupil to test and improve the machining skills that he has acquired.



(Print) Last Name: JONES
First Name: PAUL
Sex: M
Age: 16
Grade: B-11
Date you began work: 9-19-67
School: CENTRAL

Firm Name: A.B.C. MANUFACTURING
Industry Group: HARDWARE
Occupational Group: Semi-Skilled
Job Title: Drill Press Operator
Schedule: 4-4 ☐ 5-3 ☒
Quarter Ending: 11-8-67

Address of Firm: 323 N. Industrial
Town or City: Los Angeles 90001
Telephone: 933-7421
Person to Contact: Mr. Ford

School Major Subject Field: Industrial Education
Type of Work Experience: Exploratory ☐ General ☐ Vocational ☒

FOR OFFICE USE ONLY

	DATE
Proof of Birth	Birth Cert. 9/15/67
Permit application issued	9/15/67
Temporary permit issued	9/15/67
Application forwarded	9/18/67
Work permit received	10/6/67
Off grounds pass issued	9/19/67

RATING SCALES

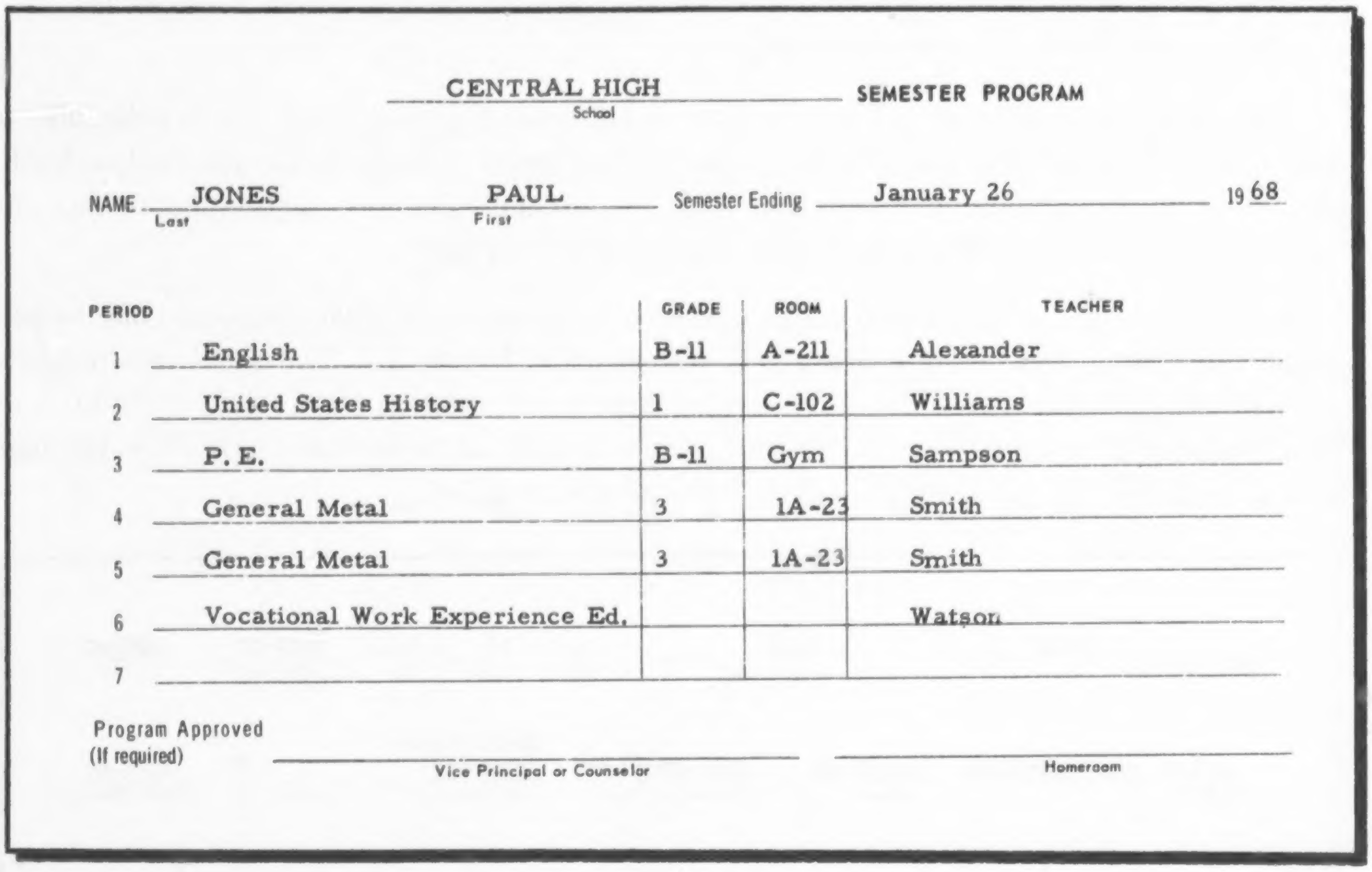
		DATE	GRADE
1st or 3rd Quarter	Sent	10/2/67	B
	Rec'd	11/1/67	
2nd or 4th Quarter	Sent		
	Rec'd		

RECORD AND CREDIT CARD
Work Experience Section, Los Angeles City Schools

FORM NO. W.E. 05–67 REV.

Figure 5 – Form No. W.E. 05-67 (Front). The reverse side of this form is shown in Figure 6.

Insofar as his job is concerned, this pupil will be operating a machine which has not been declared hazardous for minors under the Fair Labor Standards Act. However, the employer has suggested informally that he would be willing on occasion to instruct the pupil in the use of the power punch press and apron brake. Since these machines have been designated as hazardous for minors, the school Work Experience Coordinator arranged for the employer to sign the School-Employer Agreement for Employment of Vocational Work Experience Student prior to placement of the pupil. (See Figure 12.)



CENTRAL HIGH
School
SEMESTER PROGRAM

NAME JONES (Last) PAUL (First) Semester Ending January 26 19 68

PERIOD		GRADE	ROOM	TEACHER
1	English	B-11	A-211	Alexander
2	United States History	1	C-102	Williams
3	P. E.	B-11	Gym	Sampson
4	General Metal	3	1A-23	Smith
5	General Metal	3	1A-23	Smith
6	Vocational Work Experience Ed.			Watson
7				

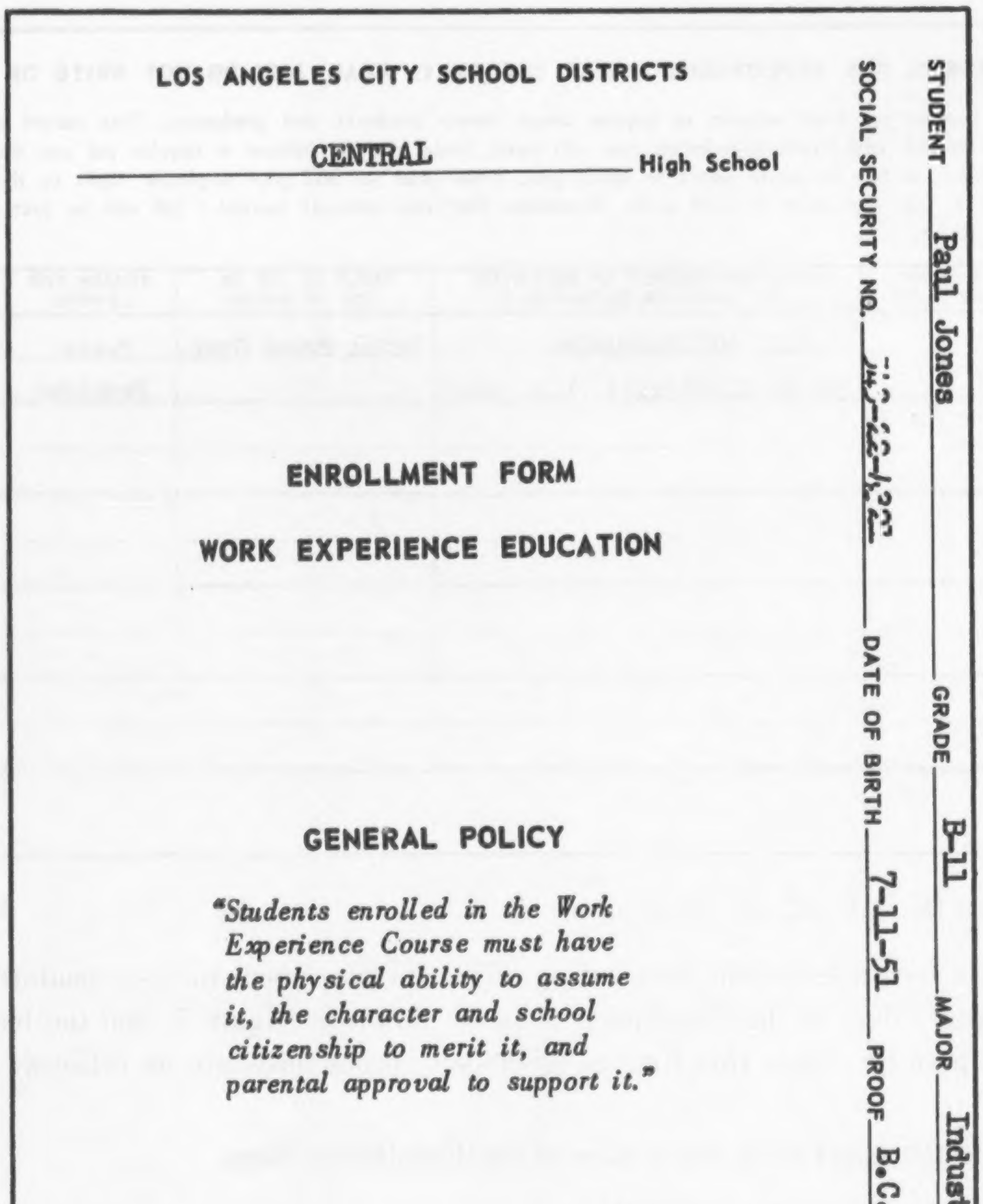
Program Approved
(If required)
Vice Principal or Counselor
Homeroom

Figure 6 – Form No. W.E. 05-67 (Reverse).

ENROLLMENT FORM

A four-page brochure, the Enrollment Form serves a number of purposes in addition to that of providing a record of enrollment for work experience credit. This form (1) enumerates the requirements which the pupil must meet to obtain this credit; (2) provides a means of communicating with parents about responsibilities and requirements; and (3) when signed by a parent, is an authorization for the pupil to accept employment approved by and performed under the supervision of the school.

The school Work Experience Education Coordinator maintains a complete file of the signed enrollment forms. Each is retained until the pupil is graduated from high school, at which



STUDENT Paul Jones GRADE B-11 MAJOR Industrial Education

SOCIAL SECURITY NO. [illegible] DATE OF BIRTH 7-11-51 PROOF B.C. PASS NO.

LOS ANGELES CITY SCHOOL DISTRICTS

CENTRAL **High School**

ENROLLMENT FORM

WORK EXPERIENCE EDUCATION

GENERAL POLICY

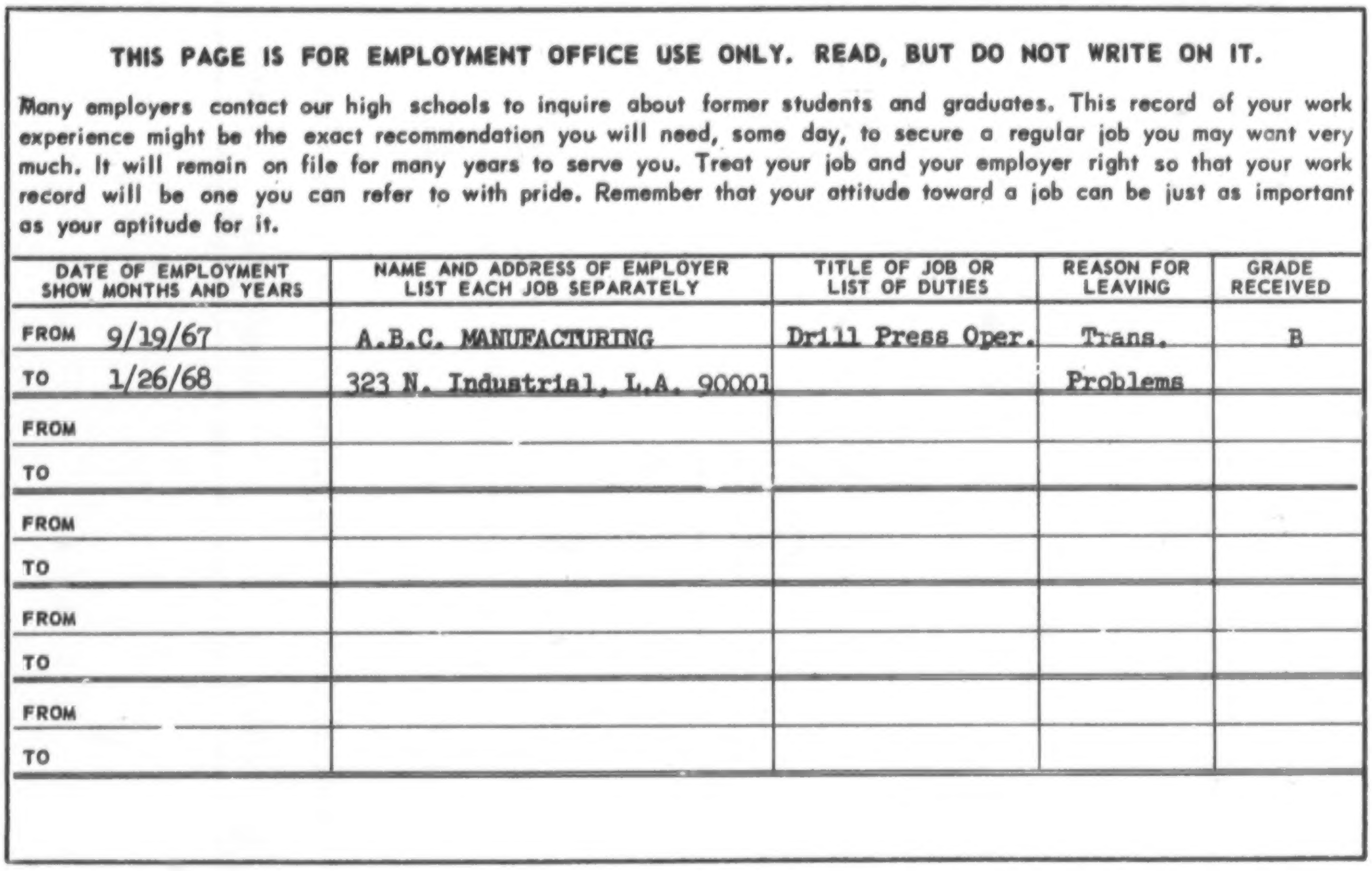
"Students enrolled in the Work Experience Course must have the physical ability to assume it, the character and school citizenship to merit it, and parental approval to support it."

NOTICE

Students who expect credit for the Work Experience Course must return this form properly signed and in good condition to the School Employment Coordinator without delay. Please read it carefully.

Form No. W.E. 02-66

Figure 7 – Form No. W.E. 02-66 (Front cover). Information required for the pupil's enrollment in work experience education is entered on the front cover of this four-page brochure. Requirements governing the granting of credit are described on the inside pages (not shown). The back cover is illustrated in Figure 8.



THIS PAGE IS FOR EMPLOYMENT OFFICE USE ONLY. READ, BUT DO NOT WRITE ON IT.

Many employers contact our high schools to inquire about former students and graduates. This record of your work experience might be the exact recommendation you will need, some day, to secure a regular job you may want very much. It will remain on file for many years to serve you. Treat your job and your employer right so that your work record will be one you can refer to with pride. Remember that your attitude toward a job can be just as important as your aptitude for it.

DATE OF EMPLOYMENT SHOW MONTHS AND YEARS	NAME AND ADDRESS OF EMPLOYER LIST EACH JOB SEPARATELY	TITLE OF JOB OR LIST OF DUTIES	REASON FOR LEAVING	GRADE RECEIVED
FROM 9/19/67	A.B.C. MANUFACTURING	Drill Press Oper.	Trans.	B
TO 1/26/68	323 N. Industrial, L.A. 90001		Problems	
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

Figure 8 – Form No. W.E. 02-66 (Back cover).

time the form is forwarded to the counseling office for placement in his cumulative record folder. The front cover of the Enrollment Form is shown in Figure 7, and the back cover is shown in Figure 8. When this form is processed, procedures are as follows:

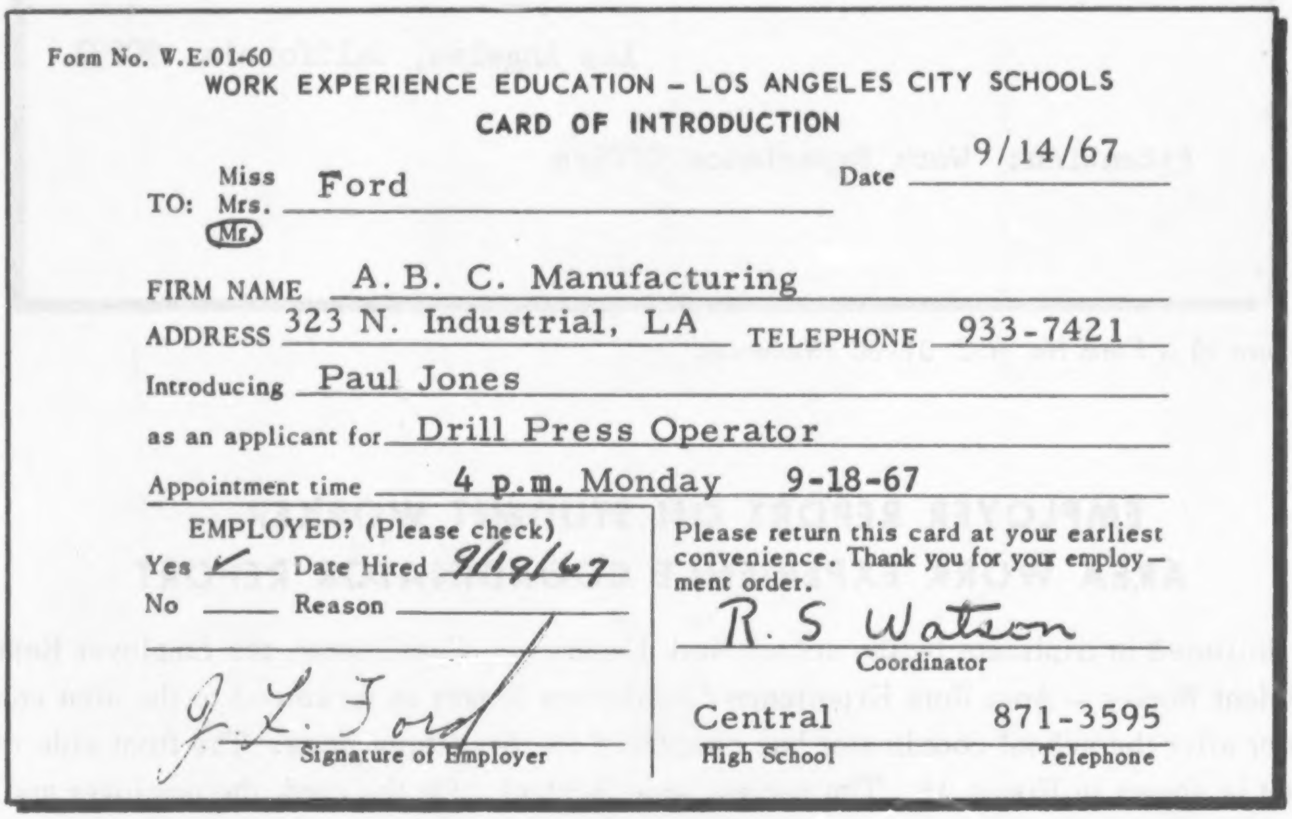
1. Provide the pupil with two copies of the Enrollment Form.
2. Require that he read it carefully.
3. Upon completion of the reading, witness his signature in the space provided on page 3. Require the pupil to sign each of the two copies of the Enrollment Form before he leaves the office.
4. Instruct the pupil to obtain the signature of a parent on each copy opposite his own signature on page 3.
5. Advise him that his parents are to retain one copy of the signed Enrollment Form.
6. Point out that the notice which appears at the bottom of the front cover specifies that the student must return a copy of the form "properly signed and in good condition to the School Employment Coordinator without delay."
7. On the back cover, begin the pupil's cumulative record of employment while enrolled in high school. (Refer to Figure 8.)

It is especially important that the pupil read the Enrollment Form in its entirety before he signs it. He should understand that his signature, when affixed to page 3, will indicate that he has agreed to abide by the General Policy stated on the front cover of the Enrollment Form. (See Figure 7.) As a student enrolled in Work Experience Education, he will be expected to maintain a good record in each of his other school subjects, to report for work regularly, and to consult with the school Work Experience Coordinator before leaving or changing his job. He has agreed to fulfill these and other obligations as his part of the "contract."

CARD OF INTRODUCTION

The Card of Introduction is utilized when the student applicant meets with the employer or his representative.

Use of this form is initialed by the school Work Experience Coordinator, who completes the upper section on the front of the card (Figure 9), recording the names of the interviewer, business firm, and applicant; the firm's address; the job title; and the appointment time. On the blank reverse side, which is shown in Figure 10, the coordinator types or stamps the return address of the school work experience office and the name and address of the school office so that the card may be returned promptly via U.S. mail.



Form No. W.E.01-60

WORK EXPERIENCE EDUCATION – LOS ANGELES CITY SCHOOLS

CARD OF INTRODUCTION

Date 9/14/67

TO: Miss Mrs. [✓ Mr.] Ford

FIRM NAME A. B. C. Manufacturing

ADDRESS 323 N. Industrial, LA TELEPHONE 933-7421

Introducing Paul Jones

as an applicant for Drill Press Operator

Appointment time 4 p.m. Monday 9-18-67

EMPLOYED? (Please check)

Yes ✓ Date Hired 9/19/67

No ____ Reason ____

J. L. Ford

Signature of Employer

Please return this card at your earliest convenience. Thank you for your employment order.

R. S Watson

Coordinator

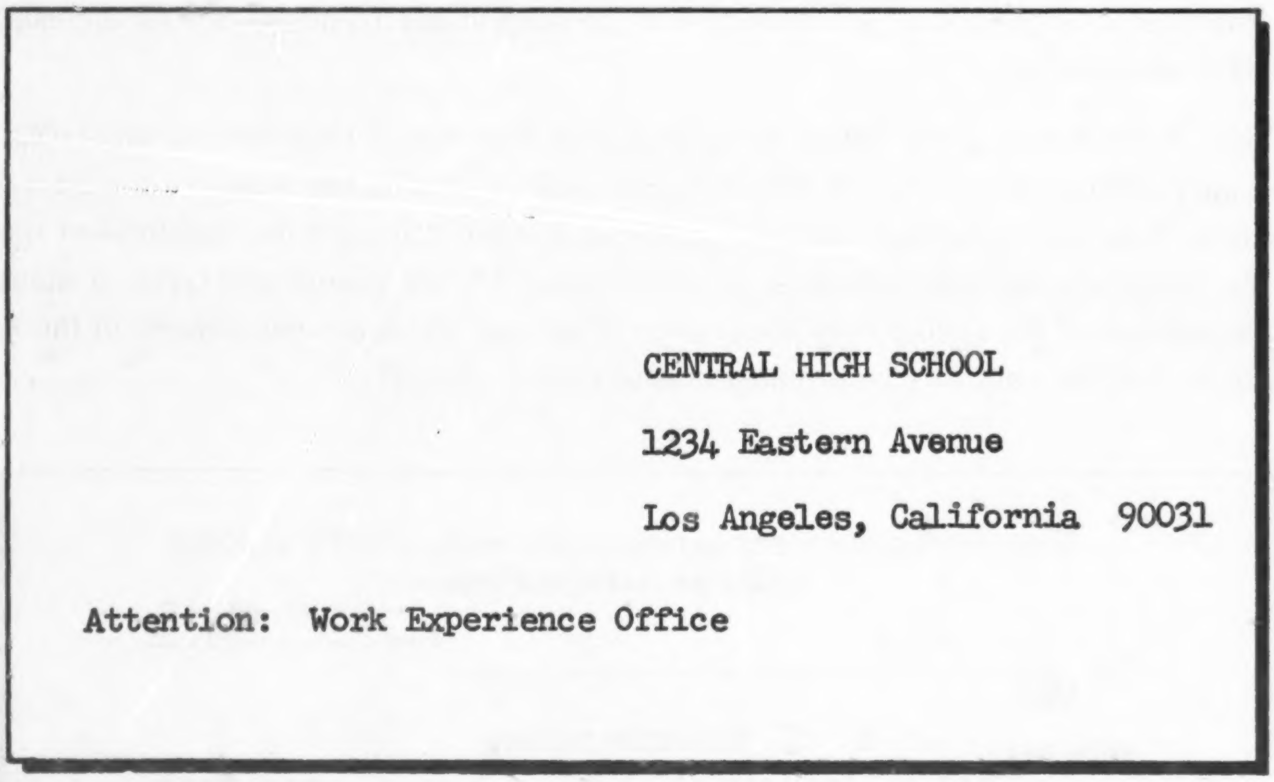
Central 871-3595

High School Telephone

Figure 9 – Form No. W.E. 01-60 (Front). The reverse side is shown in Figure 10.

The student applicant presents his Card of Introduction, partially completed and carrying a return address, when he applies for a job opening under the auspices of the school. Following the interview, the employer or his representative completes the lower left section of the card and returns it to the school work experience education office, indicating whether or not the pupil has been accepted for employment.

The Card of Introduction is used by all pupils who are referred to employers by the school Work Experience Coordinator in response to a job order. The applicant may or may not be enrolled in a work experience education course.



CENTRAL HIGH SCHOOL

1234 Eastern Avenue

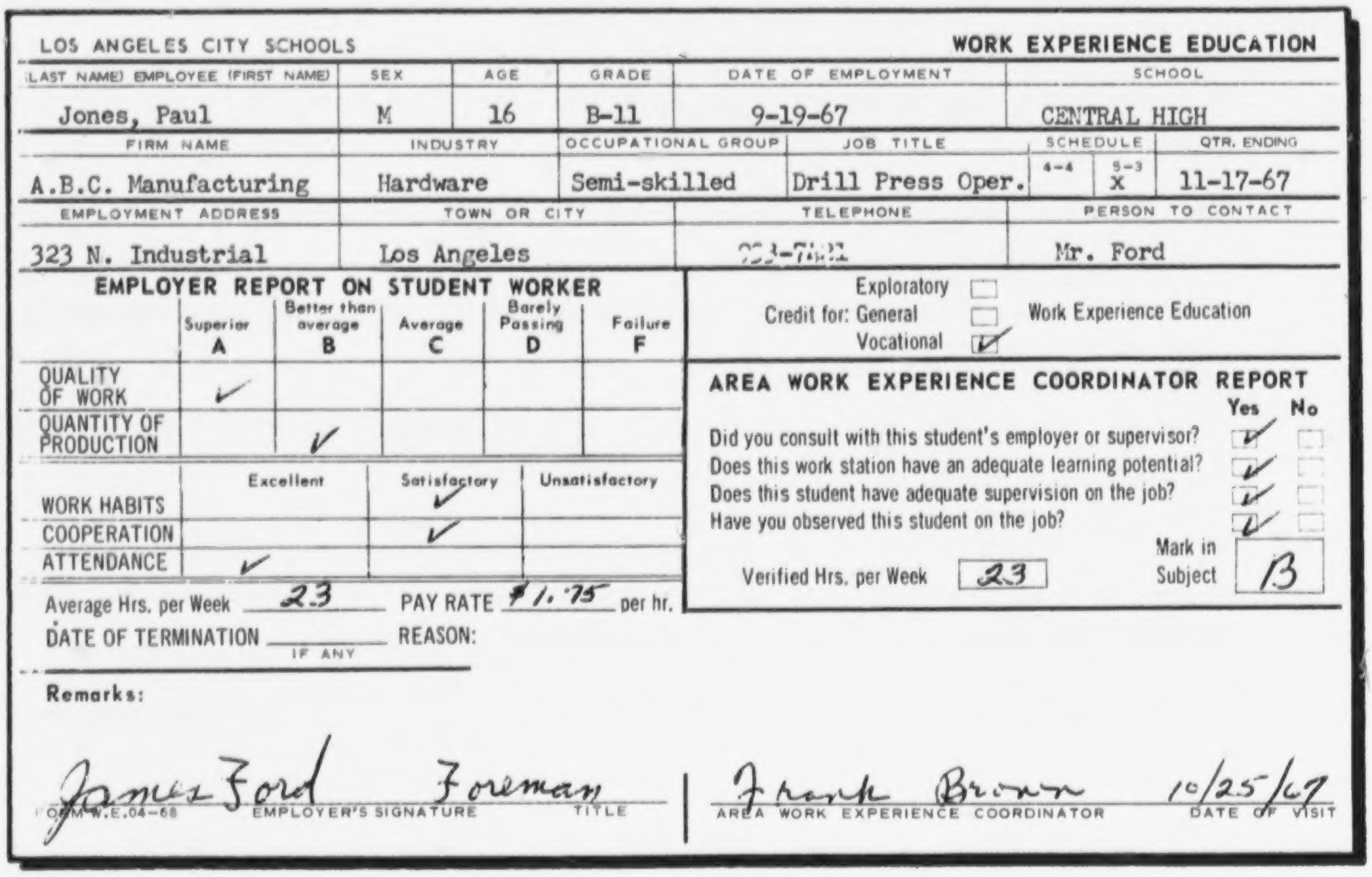
Los Angeles, California 90031

Attention: Work Experience Office

Figure 10 – Form No. W.E. 01-60 (Reverse).

EMPLOYER REPORT ON STUDENT WORKER – AREA WORK EXPERIENCE COORDINATOR REPORT

Initiated in triplicate by the school Work Experience Coordinator, the Employer Report on Student Worker – Area Work Experience Coordinator Report is forwarded to the area coordinator after the school coordinator has completed the first three lines. The front side of the form is shown in Figure 11. The reverse side is blank. On the card, the employer and the area coordinator provide evaluations of the pupil's performance on the job for a ten-week period. The dual report is made twice each semester.



LOS ANGELES CITY SCHOOLS — WORK EXPERIENCE EDUCATION

(LAST NAME) EMPLOYEE (FIRST NAME)	SEX	AGE	GRADE	DATE OF EMPLOYMENT	SCHOOL
Jones, Paul	M	16	B-11	9-19-67	CENTRAL HIGH

FIRM NAME	INDUSTRY	OCCUPATIONAL GROUP	JOB TITLE	SCHEDULE 4-4	SCHEDULE 5-3	QTR. ENDING
A.B.C. Manufacturing	Hardware	Semi-skilled	Drill Press Oper.		x	11-17-67

EMPLOYMENT ADDRESS	TOWN OR CITY	TELEPHONE	PERSON TO CONTACT
323 N. Industrial	Los Angeles	[illegible]	Mr. Ford

EMPLOYER REPORT ON STUDENT WORKER

	Superior A	Better than average B	Average C	Barely Passing D	Failure F
QUALITY OF WORK	✓				
QUANTITY OF PRODUCTION		✓			

	Excellent	Satisfactory	Unsatisfactory
WORK HABITS		✓	
COOPERATION		✓	
ATTENDANCE	✓		

Average Hrs. per Week 23 PAY RATE $1.75 per hr.

DATE OF TERMINATION ______ (IF ANY) REASON:

Remarks:

Credit for: Exploratory ☐ / General ☐ / Vocational ☑ Work Experience Education

AREA WORK EXPERIENCE COORDINATOR REPORT

	Yes	No
Did you consult with this student's employer or supervisor?	☑	☐
Does this work station have an adequate learning potential?	☑	☐
Does this student have adequate supervision on the job?	☑	☐
Have you observed this student on the job?	☑	☐

Verified Hrs. per Week 23

Mark in Subject B

James Ford — EMPLOYER'S SIGNATURE

Foreman — TITLE

Frank Brown — AREA WORK EXPERIENCE COORDINATOR

10/25/67 — DATE OF VISIT

FORM W.E.04-68

Figure 11 – Form No. W.E. 04-68

Before recording a subject mark on the report form, the area coordinator will consult with the pupil's employer or supervisor regarding the pupil's performance on the job. The coordinator will base his evaluation on observation of the pupil at work and information from the employer.

Since this form is used directly by the employer, it should be prepared with particular emphasis upon accuracy and neatness. If the form is easy to read and complete in every detail, it will tend to stimulate the employer's interest in the school and in work experience education. The following instructions should be observed in preparing the three-line heading:

1. Type the information to be entered in the three-line heading.
2. Record the full legal name of the student employee, entering the last name before the first name. Do not use a nickname, and do not abbreviate.
3. If the student employee is enrolled in continuation education or is an employee of the Neighborhood Youth Corps, type "Cont. Ed." or "N.Y.C." opposite "Los Angeles City Schools."
4. Record the pupil's specific grade level.

5. For pupils who already are employed, or who enrolled in work experience education near the beginning of the semester, show the first day of the semester as the date of employment. For a late enrollee, enter the exact date on which he enrolled and began work.

   The date of employment is especially important when proportionate credit is involved. To assure accuracy, consult the student's work permit. The pupil may not receive credit for work experience for any period during which he was not properly enrolled in work experience education.

6. Enter the name of the school at which the student is enrolled. This information will assure that the report is returned upon completion.

7. Under "Firm Name," enter the name of the business firm accurately and completely. Immediately below, show the firm's correct address, its telephone number, and the name of the person who may be contacted regarding the pupil's employment.

   a. When appropriate, record the name of the department and its telephone extension.

   b. If there is more than one telephone exchange, list the non-toll number.

   c. Show the address by number and street. For example, do not write, "Main and Tenth."

   d. Be sure that the street number is correct. If there is any doubt concerning its accuracy, obtain the address from the telephone directory.

   e. When completing the boxes labeled "Industry," "Occupational Group," and "Job Title," on the second line of the form, refer to the school publication *Basic List of Occupations* (4).

      1) Record under "Job Title" the standard occupational title as given in the Basic List.

      2) Name the industry in which the job is located, as reported in the Basic List. If the job is available in "Any Industry," refer to the Index of Industry for the standard title of the industry in which the student worker is employed.

      3) Next to the job title of the student worker, under "Occupational Group," record the name of the occupational grouping as shown in the Basic List.

8. If the pupil is an employee in the Neighborhood Youth Corps Program:

   a. Type the name of the school under "Firm Name." Do not type "Board of Education."

   b. Under "Occupational Group," type the department or area of service, such as "bookroom," "main office," or "custodian's office."

9. Enter the exact job title specified on the Employer's Job Order. (See Figure 3.)

10. Under "Schedule":

   a. Check 4-4, for the pupil who has four classes daily and who will be working four hours each school day and possibly additional hours on the weekend. The usual amount of employment for this pupil is 28 hours per week.

   b. Check 5-4, for the pupil who has five classes daily and who will be working up to four hours each school day, and possibly additional hours on the weekend.

   c. Write in "Cont." for the pupil who is enrolled in continuation education classes. He usually attends school on one day per week for four hours only. The usual amount of employment for this pupil is 44 hours per week.

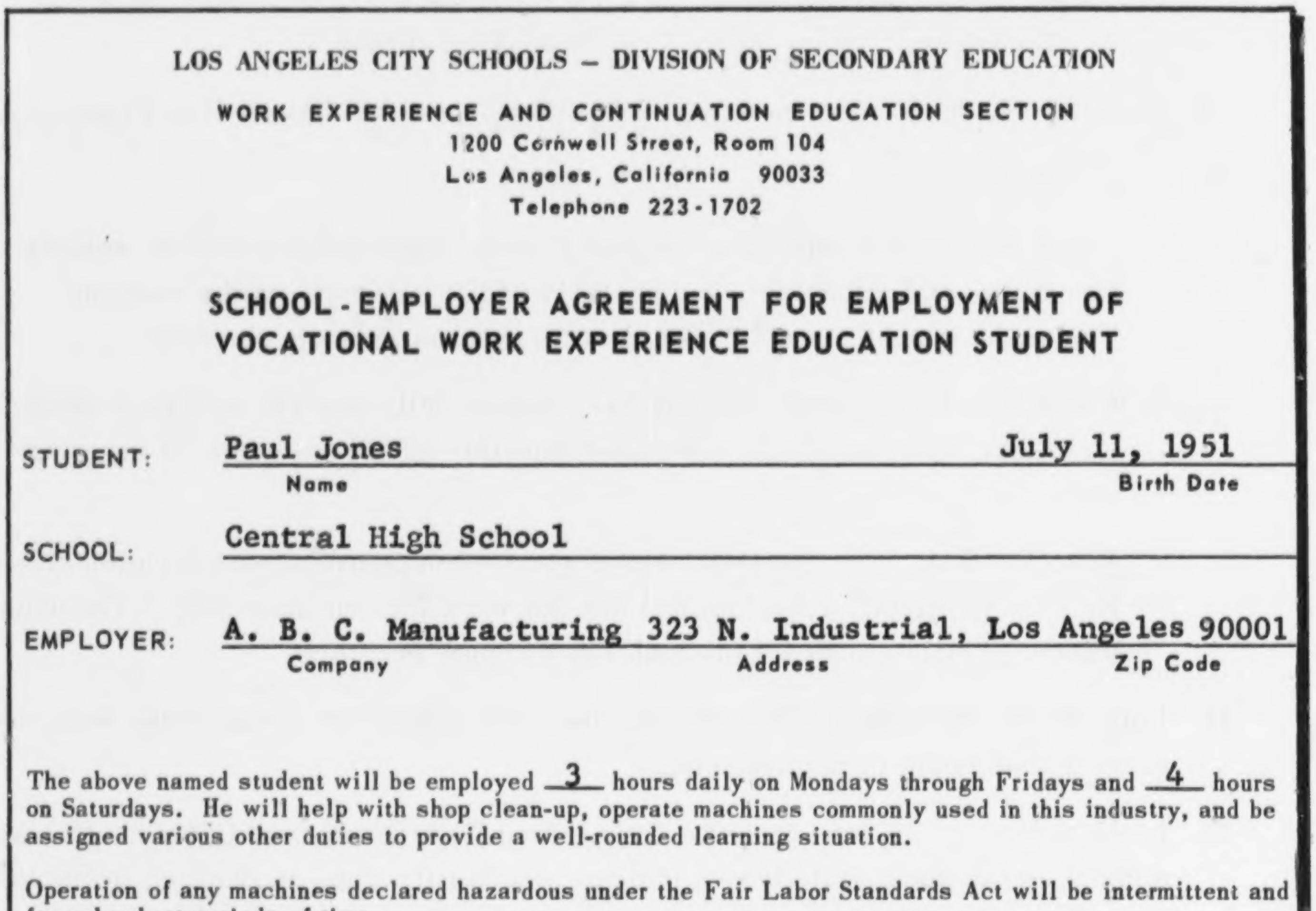
11. Enter under "Qtr. Ending" the closing date of the first ten weeks of the semester, or the closing date of the semester.

12. In the portion of the form reserved for the area Work Experience Coordinator, place a check in the appropriate box to indicate whether the pupil is enrolled in Exploratory, General, or Vocational Work Experience Education. (Refer to Chapter 2 of this publication for definitions of the three types of work experience education.)

SCHOOL-EMPLOYER AGREEMENT FOR EMPLOYMENT OF VOCATIONAL WORK EXPERIENCE EDUCATION STUDENT

Within certain limitations, pupils enrolled in Vocational Work Experience Education may obtain on-the-job training in hazardous occupations which normally are not authorized for minors. A pupil of this type, who must be 16 years of age or older, is seeking an occupational experience that will contribute to his pre-employment preparation. Under the terms of employment, the extent of operation of hazardous machines or equipment by the pupil is clearly defined, as indicated in the School-Employer Agreement shown in Figure 12. In addition, the student employee must be enrolled at the school in an industrial education course in which safety instruction is provided.

The signed agreement is verification that the pupil will be employed in a job which is an extension of the occupational preparation which he is receiving in school. The form is prepared in duplicate and signed by the employer and the school Work Experience Education Co-



LOS ANGELES CITY SCHOOLS – DIVISION OF SECONDARY EDUCATION

WORK EXPERIENCE AND CONTINUATION EDUCATION SECTION
1200 Cornwell Street, Room 104
Los Angeles, California 90033
Telephone 223-1702

SCHOOL-EMPLOYER AGREEMENT FOR EMPLOYMENT OF VOCATIONAL WORK EXPERIENCE EDUCATION STUDENT

STUDENT: Paul Jones (Name) — July 11, 1951 (Birth Date)

SCHOOL: Central High School

EMPLOYER: A. B. C. Manufacturing (Company) — 323 N. Industrial, Los Angeles (Address) — 90001 (Zip Code)

The above named student will be employed 3 hours daily on Mondays through Fridays and 4 hours on Saturdays. He will help with shop clean-up, operate machines commonly used in this industry, and be assigned various other duties to provide a well-rounded learning situation.

Operation of any machines declared hazardous under the Fair Labor Standards Act will be intermittent and for only short periods of time.

He will be under the direct supervision of an experienced adult, who will provide him with necessary technical guidance and safety instruction.

The student will be paid not less than the legal minimum wage as established by the Federal Fair Labor Standards Act.

The student is enrolled in an industrial education course, which includes safety instruction.

A signed copy of this Agreement has been placed on file with the Employer and with the Work Experience Coordinator at the high school which the student attends.

DATE: 9-15-67

SIGNED: James Ford
Employer

R. S. Watson
Work Experience Coordinator

Central
High School

Form No. W.E. 09-66

Figure 12 – Form No. W.E. 09-66

ordinator ***before*** the pupil begins work. One copy is retained by the employer and the other by the school coordinator.

The area Work Experience Coordinator is responsible for verifying, in advance of placement, the appropriateness of the job situation in relation to the pupil's plan for post-high school employment. The job experience must be related to the occupation which the pupil plans to enter upon graduation from high school. During follow-up visits, the area coordinator not only evaluates the pupil's performance but also determines whether the pupil's educational and vocational objectives are being achieved through the work assignment.

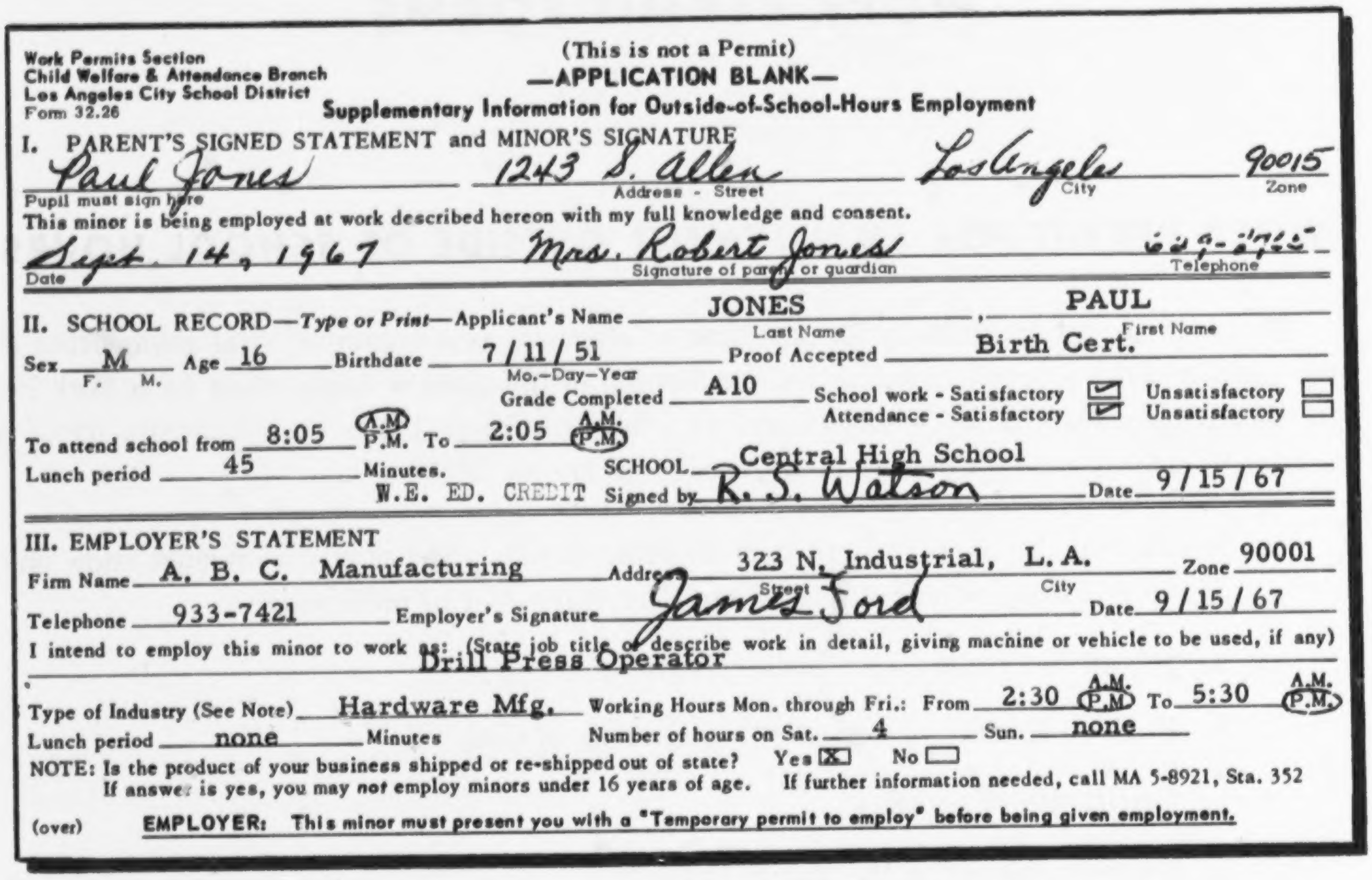
CHAPTER 9

WORK PERMIT FORMS

WORK PERMIT FOR EMPLOYMENT OUTSIDE OF SCHOOL HOURS

The work permit application for part-time employment is a source of vital information about the pupil and the job. Completion and processing of the pupil's Application for a Work Permit for Employment Outside of School Hours, as shown in Figure 13, is the responsibility of the school Work Experience Coordinator. Procedures are as follows:

1. Verify that the pupil is more than 14 years of age. The application must show one of the following verifications of age, listed in order of preference:
    a. School record based on birth certificate
    b. Birth certificate or notice of registration of birth
    c. Certificate of baptism
    d. Records entered in the family Bible
    e. An insurance policy that has been in effect for at least one year
    f. Passport or immigration papers
    g. Doctor's affidavit of birth, or a copy of the hospital birth record
    h. Adoption papers (to be entered on application or permit as "Legal Record")
    i. Any legal document verifying birthdate, or one from which the date of birth can be determined
    j. School record, showing date of birth but without verification, accompanied by a parent's notarized affidavit
    k. Driver's license issued after September, 1965, and bearing a photograph of the pupil
2. Furnish the pupil with a copy of the Application for a Work Permit for Employment Outside of School Hours.
3. Witness the pupil's signature on the application.
4. Supply the information requested in Part II. This information should be obtained from the school files.



Work Permits Section
Child Welfare & Attendance Branch
Los Angeles City School District
Form 32.26

(This is not a Permit)
—APPLICATION BLANK—
Supplementary Information for Outside-of-School-Hours Employment

I. PARENT'S SIGNED STATEMENT and MINOR'S SIGNATURE

Paul Jones (Pupil must sign here) 1243 S. Allen (Address - Street) Los Angeles (City) 90015 (Zone)

This minor is being employed at work described hereon with my full knowledge and consent.

Sept. 14, 1967 (Date) Mrs. Robert Jones (Signature of parent or guardian) [illegible] (Telephone)

II. SCHOOL RECORD—*Type or Print*—Applicant's Name JONES (Last Name), PAUL (First Name)

Sex M (F. M.) Age 16 Birthdate 7 / 11 / 51 (Mo.–Day–Year) Proof Accepted Birth Cert.

Grade Completed A10 School work - Satisfactory ☑ Unsatisfactory ☐

Attendance - Satisfactory ☑ Unsatisfactory ☐

To attend school from 8:05 [✓ A.M.] P.M. To 2:05 A.M. [✓ P.M.]

Lunch period 45 Minutes. SCHOOL Central High School

W.E. ED. CREDIT Signed by R. S. Watson Date 9 / 15 / 67

III. EMPLOYER'S STATEMENT

Firm Name A. B. C. Manufacturing Address 323 N. Industrial (Street), L. A. (City) Zone 90001

Telephone 933-7421 Employer's Signature James Ford Date 9 / 15 / 67

I intend to employ this minor to work as: (State job title or describe work in detail, giving machine or vehicle to be used, if any) Drill Press Operator

Type of Industry (See Note) Hardware Mfg. Working Hours Mon. through Fri.: From 2:30 A.M. [✓ P.M.] To 5:30 A.M. [✓ P.M.]

Lunch period none Minutes Number of hours on Sat. 4 Sun. none

NOTE: Is the product of your business shipped or re-shipped out of state? Yes ☒ No ☐
If answer is yes, you may *not* employ minors under 16 years of age. If further information needed, call MA 5-8921, Sta. 352

(over) **EMPLOYER: This minor must present you with a "Temporary permit to employ" before being given employment.**

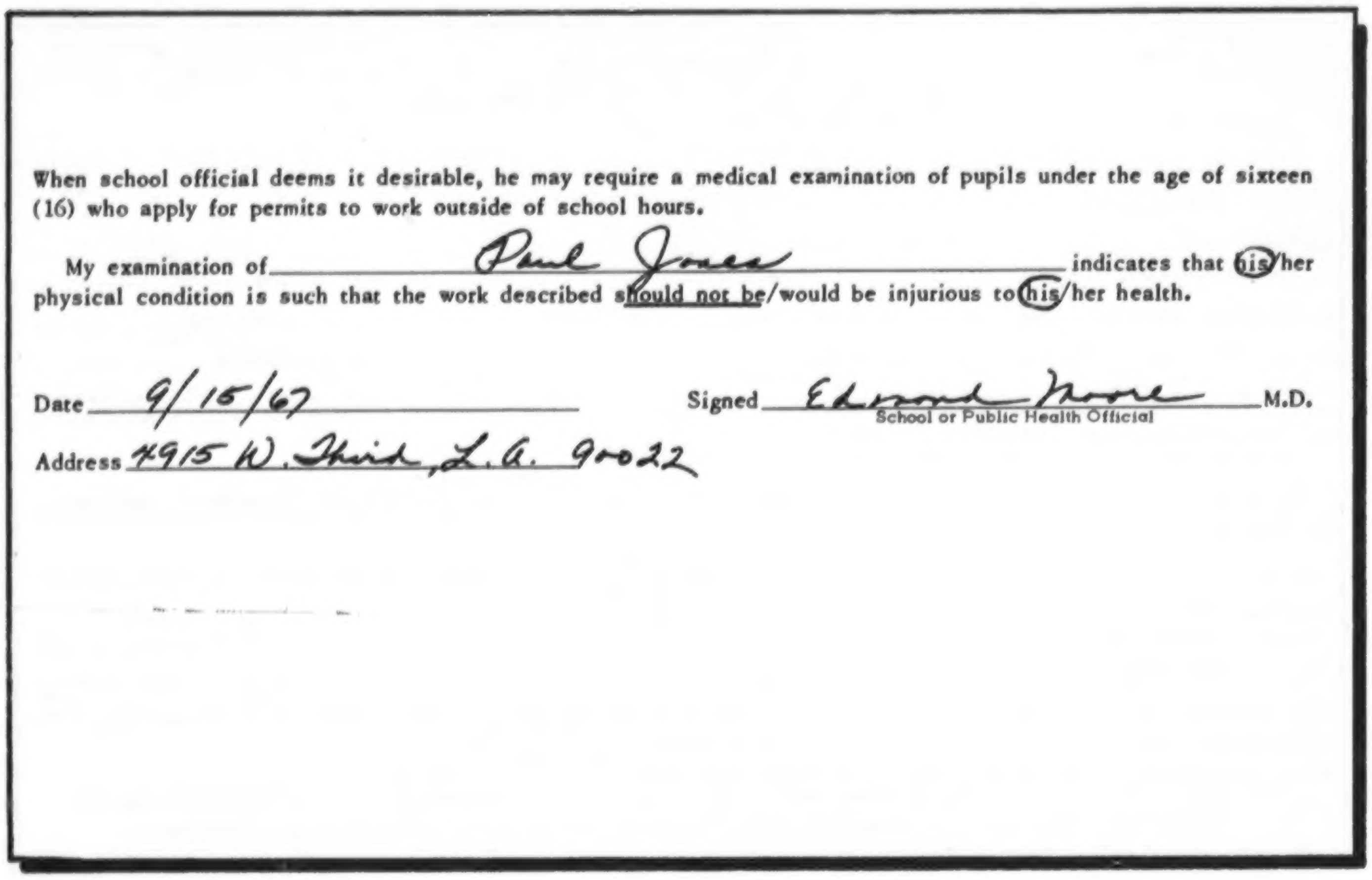
Figure 13 – Form No. 32.26 (Front). The reverse of this form is shown is Figure 14.

5. Instruct the pupil to:
    a. Obtain a parent's signature at the end of the statement in Part I.
    b. Ask the prospective employer to complete Part III.
    c. Return the completed form to the school Work Experience Coordinator.
6. Examine the completed application carefully to assure that all information and signatures are entered properly.
7. Issue the pupil a Temporary Permit to Work Outside of School Hours. (See Figure 18.)
8. If the student is enrolled in a work experience education course for school credit, stamp "W.E. Ed. Credit" on the application blank at the bottom of Part II. School Record. Place the information to the left of the school Work Experience Coordinator's signature.
9. Forward the completed application by school mail to the Work Permits Section, Child Welfare and Attendance Branch.

The reverse of the Application for a Work Permit for Employment Outside of School Hours is shown in Figure 14. This portion of the form may be completed at the discretion of the school coordinator. Normally, the coordinator arranges for completion of the reverse side only when he has reason to believe that a 14- or 15-year-old pupil is not in adequate physical condition for the type of employment concerned.

The Application for a Work Permit for Employment Outside of School Hours is signed by the pupil, the parent, the school Work Experience Coordinator, and the employer. The pupil indicates by his signature that he is available for employment and seeks a job. The parent informs the school and employer that he is willing for his son (or daughter) to be employed in the job designated by the employer. Information about the pupil and his school record that will be needed by the employer is provided by the school coordinator in Part II, while the employer specifies the working hours and declares in Part III that he intends to employ the pupil on a part time basis in a designated job. This application form is used by pupils who will be working part time outside of school hours and who may or may not be enrolled for Work Experience Education credit.

Pupils who are employed part time and who are enrolled in week-day continuation education classes, however, must use the Application for a Work Permit for Full-Time Employment, which includes a section for reporting continuation education enrollment. This section must be signed by the continuation education teacher to verify the type of enrollment.



When school official deems it desirable, he may require a medical examination of pupils under the age of sixteen (16) who apply for permits to work outside of school hours.

My examination of Paul Jones indicates that [✓ his]/her physical condition is such that the work described [✓ should not be]/would be injurious to [✓ his]/her health.

Date 9/15/67

Signed Edmond Moore M.D.
School or Public Health Official

Address 4915 W. Third, L.A. 90022

Figure 14 – Form No. 32.26 (Reverse).

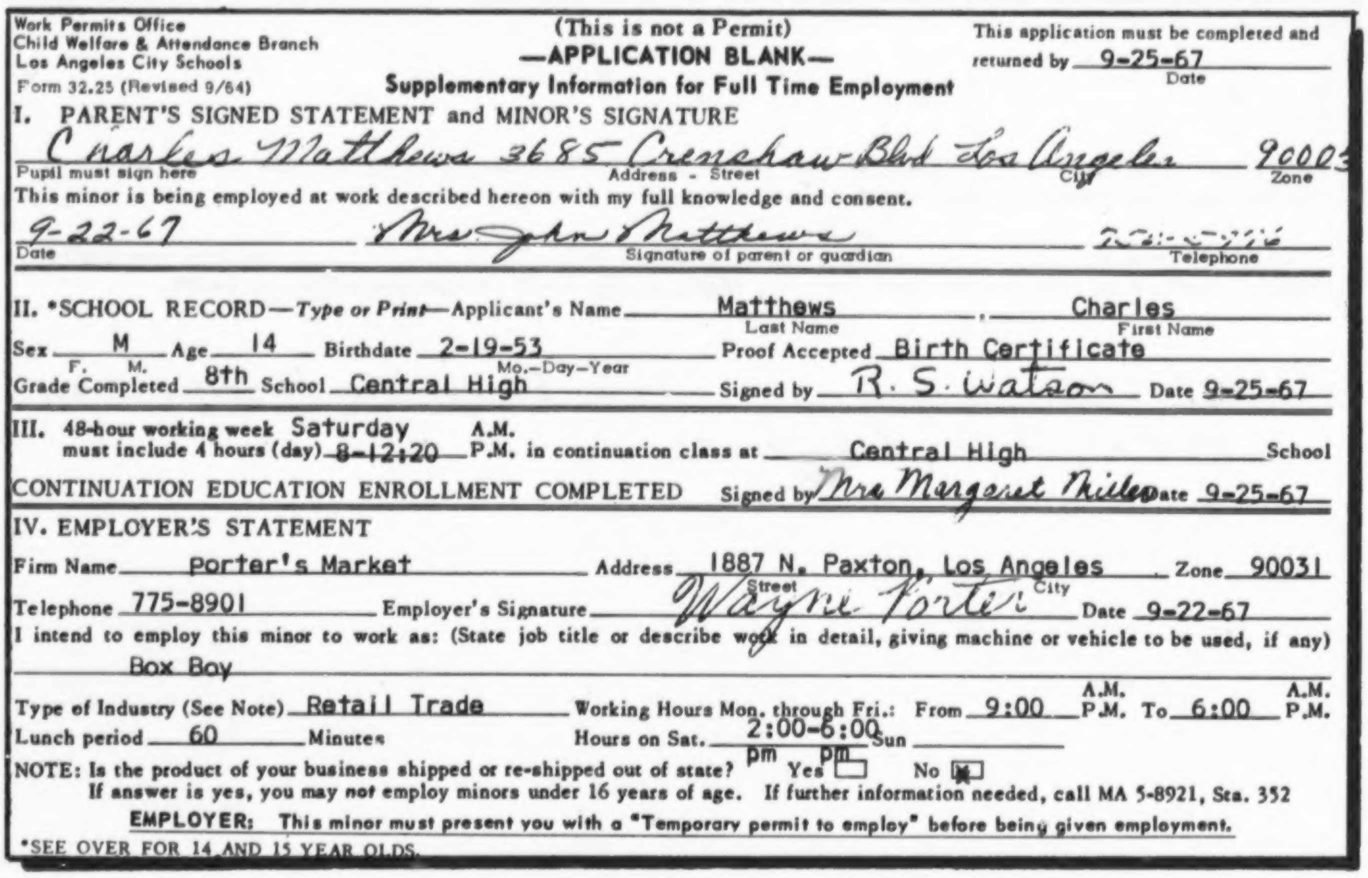
WORK PERMIT FOR FULL-TIME EMPLOYMENT

Pupils between the ages of 14 and 17, inclusive, who are not enrolled in regular classes must complete the Application for a Work Permit for Full-Time Employment if they wish to be employed full time. If they work full time, they also are required to attend continuation education classes for four hours per week, unless exempted for a valid reason. In some cases the exemption may be based on marriage or on a physical or mental handicap which would prevent the pupil from benefiting from the courses offered.

The application form also is used by pupils enrolled in continuation classes who are working part time.

The front of the Application for a Work Permit for Full-Time Employment, which is illustrated in Figure 15, consists of four major parts. With the exception of the identifying numbers, three of the parts are identical with those which appear on the Application for a Work Permit for Employment Outside of School Hours. (See Figure 13.) The addition to the application for full-time employment is Part III, which is concerned with the applicant's enrollment in continuation education. On the reverse of this form, Part V and a parent's affidavit also are included, as illustrated in Figure 16.

Completion of the Application for a Work Permit for Full-Time Employment may be initiated by the school Work Experience Coordinator, the registrar, or the teacher of continuation education classes. Procedures are as follows:



Work Permits Office
Child Welfare & Attendance Branch
Los Angeles City Schools
Form 32.25 (Revised 9/64)

(This is not a Permit)
—APPLICATION BLANK—
Supplementary Information for Full Time Employment

This application must be completed and returned by 9-25-67 Date

I. PARENT'S SIGNED STATEMENT and MINOR'S SIGNATURE

Charles Matthews (Pupil must sign here) 3685 Crenshaw Blvd (Address - Street) Los Angeles (City) 9000 (Zone)

This minor is being employed at work described hereon with my full knowledge and consent.

9-22-67 (Date) Mrs John Matthews (Signature of parent or guardian) [illegible] (Telephone)

II. *SCHOOL RECORD—*Type or Print*—Applicant's Name Matthews (Last Name), Charles (First Name)

Sex M (F. M.) Age 14 Birthdate 2-19-53 (Mo.–Day–Year) Proof Accepted Birth Certificate

Grade Completed 8th School Central High Signed by R. S. Watson Date 9-25-67

III. 48-hour working week Saturday must include 4 hours (day) 8-12:20 A.M. P.M. in continuation class at Central High School

CONTINUATION EDUCATION ENROLLMENT COMPLETED Signed by Mrs Margaret Miller Date 9-25-67

IV. EMPLOYER'S STATEMENT

Firm Name Porter's Market Address 1887 N. Paxton, Los Angeles (Street, City) Zone 90031

Telephone 775-8901 Employer's Signature Wayne Porter Date 9-22-67

I intend to employ this minor to work as: (State job title or describe work in detail, giving machine or vehicle to be used, if any)

Box Boy

Type of Industry (See Note) Retail Trade Working Hours Mon. through Fri.: From 9:00 A.M. P.M. To 6:00 A.M. P.M.

Lunch period 60 Minutes Hours on Sat. 2:00-6:00 pm pm Sun

NOTE: Is the product of your business shipped or re-shipped out of state? Yes ☐ No ☒

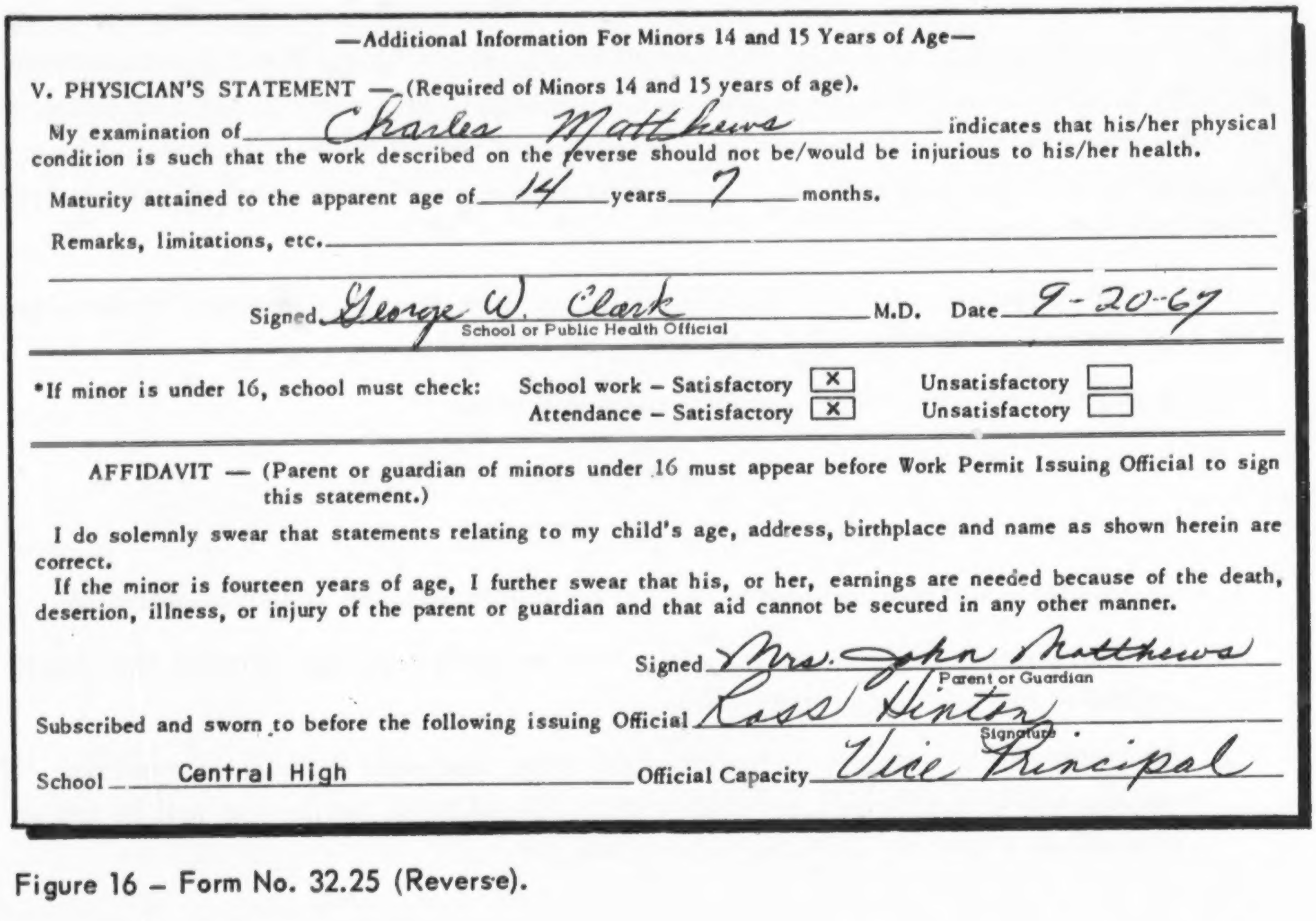
If answer is yes, you may *not* employ minors under 16 years of age. If further information needed, call MA 5-8921, Sta. 352

EMPLOYER: This minor must present you with a "Temporary permit to employ" before being given employment.

*SEE OVER FOR 14 AND 15 YEAR OLDS.

Figure 15 – Form No. 32.25 (Front). The reverse of this form is shown in Figure 16.

1. Verify that the student is more than 14 years of age. (Records which may be accepted as proof of age are listed on page 63.)
2. Furnish the pupil with a copy of the form.
3. Witness the student's signature on the application.
4. Supply the information requested in Part II. This information should be obtained from the school files.
5. If the pupil is under 16 years of age, indicate on the reverse side whether his school work and attendance are satisfactory.
6. Instruct the pupil to:
    a. Obtain a parent's signature at the end of the statement in Part I.
    b. If 14 or 15 years of age, advise the parent that he or she will be required to sign the affidavit in the presence of a school official.
    c. Ask the prospective employer to complete Part IV.
    d. If 14 or 15 years of age, arrange with the school physician for a physical examination and request that the physician complete Part V.



—Additional Information For Minors 14 and 15 Years of Age—

V. PHYSICIAN'S STATEMENT —(Required of Minors 14 and 15 years of age).

My examination of Charles Matthews indicates that his/her physical condition is such that the work described on the reverse should not be/would be injurious to his/her health.

Maturity attained to the apparent age of 14 years 7 months.

Remarks, limitations, etc.

Signed George W. Clark M.D. Date 9-20-67
School or Public Health Official

*If minor is under 16, school must check: School work – Satisfactory ☒ Unsatisfactory ☐
Attendance – Satisfactory ☒ Unsatisfactory ☐

AFFIDAVIT — (Parent or guardian of minors under 16 must appear before Work Permit Issuing Official to sign this statement.)

I do solemnly swear that statements relating to my child's age, address, birthplace and name as shown herein are correct.

If the minor is fourteen years of age, I further swear that his, or her, earnings are needed because of the death, desertion, illness, or injury of the parent or guardian and that aid cannot be secured in any other manner.

Signed Mrs. John Matthews
Parent or Guardian

Subscribed and sworn to before the following issuing Official Ross Hinton
Signature

School Central High Official Capacity Vice Principal

Figure 16 – Form No. 32.25 (Reverse).

  e. Take the application form, with Parts I, II, and IV completed, (and Part V, if necessary) to the continuation education teacher at the school where he will attend continuation education classes.

7. The continuation education teacher will:
   a. Examine the application carefully to verify that all information and signatures are properly entered.
   b. Complete Section III, and enroll the pupil in continuation classes.
   c. Issue a Temporary Permit to Work Full-Time (Form No. 32.34. See Figure 20.) to the pupil.
   d. Forward the completed application by school mail to the Work Permits Office, Child Welfare and Attendance Branch.

APPLICATION FOR INCLUSION IN A BLANKET WORK PERMIT

The Application for Inclusion in a Blanket Work Permit is completed in triplicate by individual pupils who expect to be employed as part of a large group during a short-term job assignment. (Refer to Figure 17.) For example, a large department store may wish to employ several hundred pupils to take inventory over a period of one to three days. For this kind of work assignment, the Work Permits Office issues a Blanket Work Permit to cover all pupil employees to expedite the processing of multiple applications. In a situation of this type, the Application for a Work Permit Outside of School Hours, which would have to be signed for each pupil both by the school Work Experience Coordinator and the employer, is not utilized. (See Figure 13.)

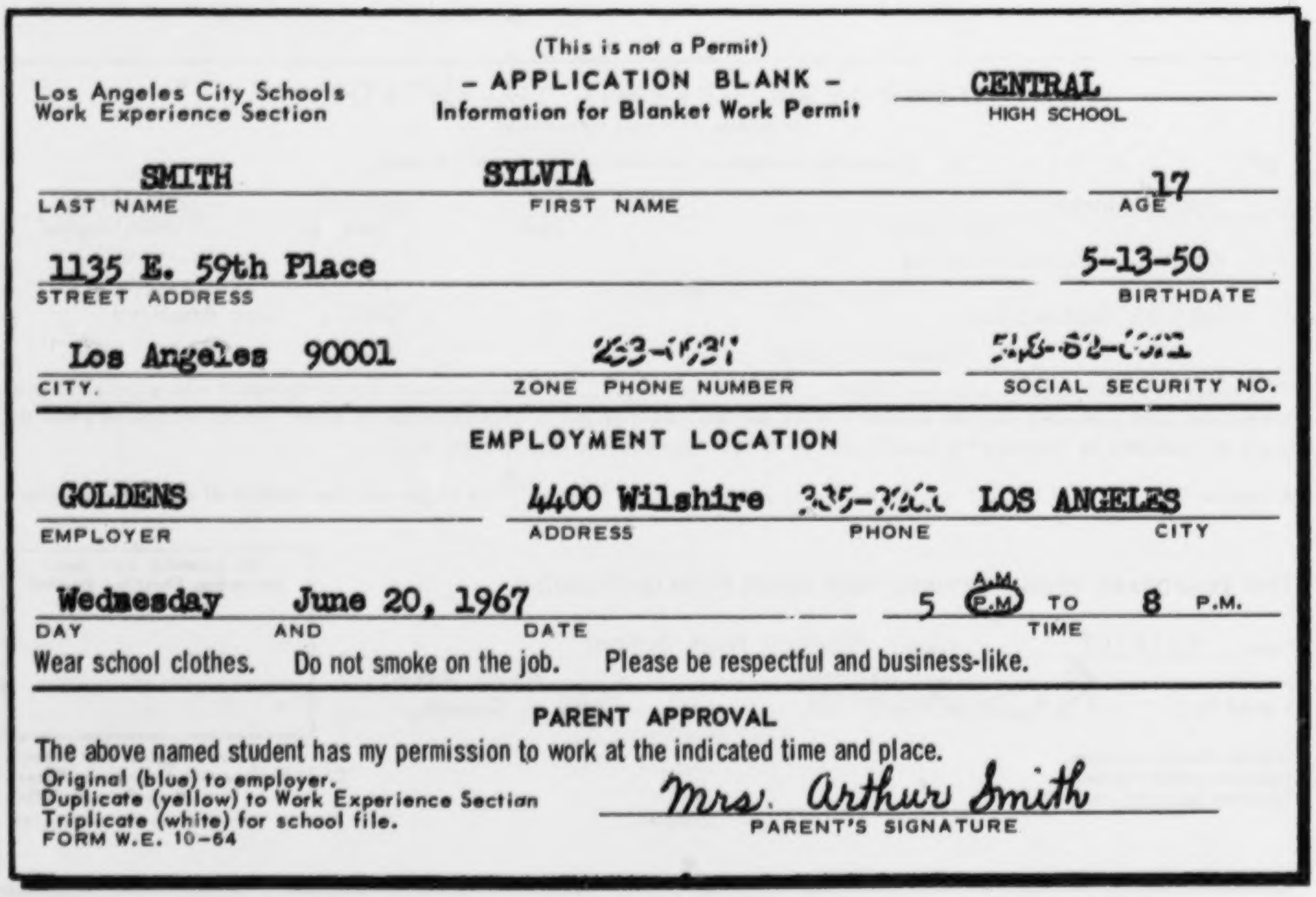
Use of the Application for Inclusion in a Blanket Work Permit is initiated by the school Work Experience Coordinator. The procedures are as follows:

1. Issue to each pupil three copies of the application.
2. Instruct pupil to complete the form in triplicate, providing
   a. All information requested at the top of the form
   b. Employment location information, to be supplied by the school coordinator
3. Instruct pupil to obtain a parent's signature on each copy and to return the signed copies to the work experience office.
4. Assemble the blue copies in alphabetical order, and send them to the employer. The employer is thus provided with a personnel file of those pupils who will be his employees on a special, part-time, short-term job.

5. Attach to the top application one blue copy of the Temporary Permit to Employ Outside of School Hours (Form No. 32.35, as illustrated in Figure 18). In place of "Name of Minor," enter the number of pupils to be employed, such as "50 students, names attached." Complete the remainder of the temporary permit in the usual manner.
6. Assemble the yellow copies of the form in alphabetical order, and send them to the Work Experience and Continuation Education Section.
7. Retain and file all completed white copies.

In some schools, it has been helpful for the Work Experience Coordinator to conduct an orientation meeting for pupils who are to be employed as a group. He provides directions for reaching the place of work, information regarding where to report, advice concerning grooming and attire, an explanation of the employer's standards of conduct for employees, and other important background data. For example, most employers specify that a pupil may not visit with other workers while on the job.

In addition, pupils who will be employed as a group should be reminded that they are representing their school. When placing job orders for groups of pupils, employers fre-



Los Angeles City Schools
Work Experience Section

(This is not a Permit)
– APPLICATION BLANK –
Information for Blanket Work Permit

CENTRAL
HIGH SCHOOL

SMITH — LAST NAME
SYLVIA — FIRST NAME
17 — AGE

1135 E. 59th Place — STREET ADDRESS
5-13-50 — BIRTHDATE

Los Angeles 90001 — CITY. ZONE
[redacted] — PHONE NUMBER
[redacted] — SOCIAL SECURITY NO.

EMPLOYMENT LOCATION

GOLDENS — EMPLOYER
4400 Wilshire — ADDRESS
[redacted] — PHONE
LOS ANGELES — CITY

Wedmesday — DAY
AND
June 20, 1967 — DATE
5 A.M. [✓ P.M.] TO 8 P.M. — TIME

Wear school clothes. Do not smoke on the job. Please be respectful and business-like.

PARENT APPROVAL

The above named student has my permission to work at the indicated time and place.

Original (blue) to employer.
Duplicate (yellow) to Work Experience Section
Triplicate (white) for school file.
FORM W.E. 10–64

Mrs. Arthur Smith
PARENT'S SIGNATURE

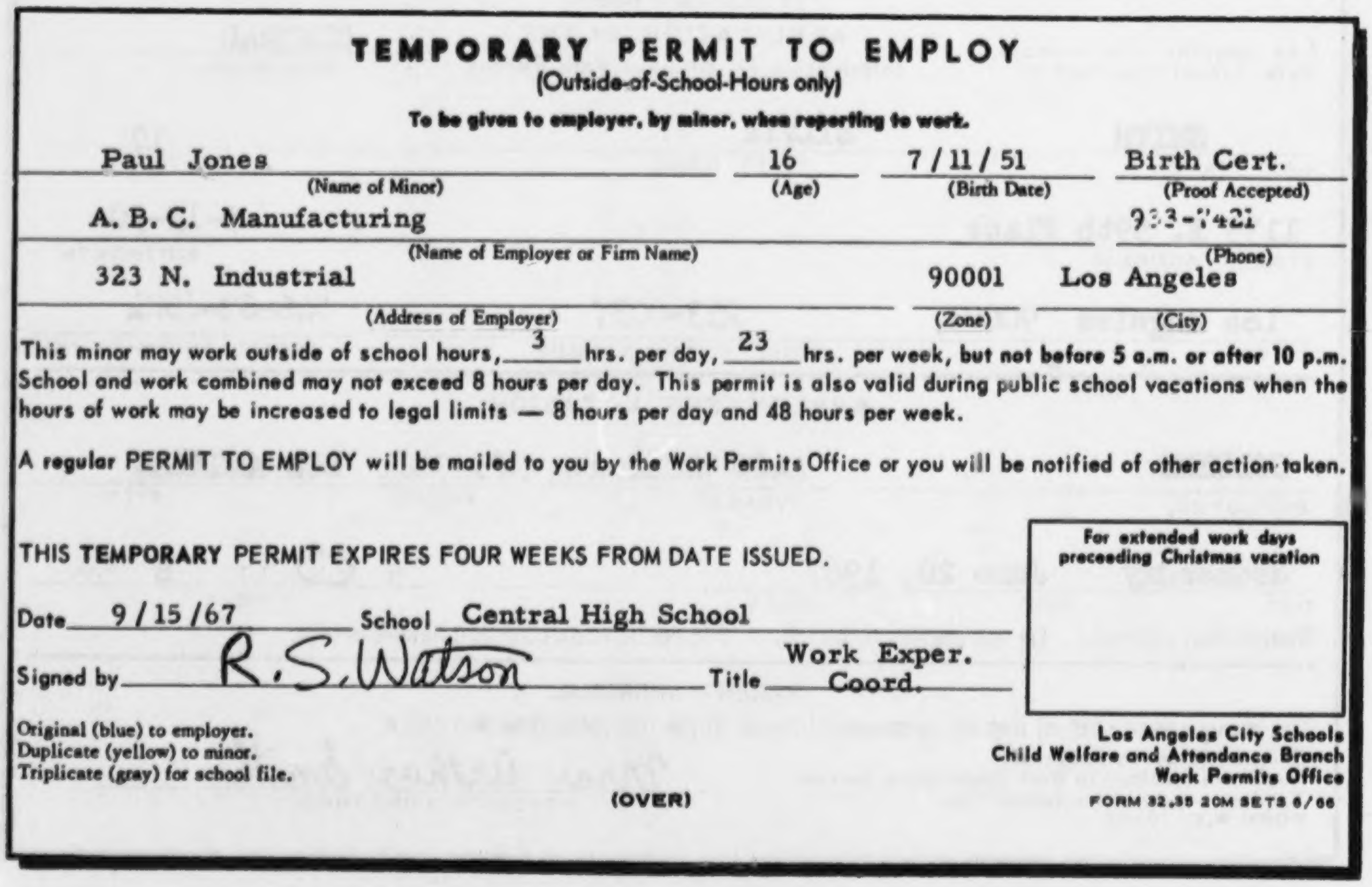
Figure 17 – Form No. W.E. 10-64 (Front). The reverse side of this form is blank.

quently inform the Work Experience and Continuation Education Section that they will no longer accept pupils from a particular school because their conduct on a previous assignment was not acceptable. It should be emphasized that pupils whose performance is outstanding may later be selected as full-time employees.

A copy of the Blanket Work Permit (not shown) is prepared by the Work Permits Office, Child Welfare and Attendance Branch, and also forwarded to the employer. This form is also sometimes issued to cover a large number of pupils who are to be employed as clerks for a one-day sale. In the event of such a job order, it is necessary for the school Work Experience Coordinator to request permission in advance from the Supervisor of Work Permits. Otherwise, use of the procedure is restricted to that of large-scale, short-term employment for the taking of store inventories.

TEMPORARY PERMIT TO EMPLOY OUTSIDE OF SCHOOL HOURS

After a pupil has obtained the signatures of a parent and of the employer on the Application for a Work Permit for Employment Outside of School Hours (Figure 13), he returns the form to the school Work Experience Coordinator, who issues in triplicate the Temporary Permit to Em-



TEMPORARY PERMIT TO EMPLOY
(Outside-of-School-Hours only)

To be given to employer, by minor, when reporting to work.

Paul Jones (Name of Minor) 16 (Age) 7 / 11 / 51 (Birth Date) Birth Cert. (Proof Accepted)
A. B. C. Manufacturing (Name of Employer or Firm Name) 933-7421 (Phone)
323 N. Industrial (Address of Employer) 90001 (Zone) Los Angeles (City)

This minor may work outside of school hours, 3 hrs. per day, 23 hrs. per week, but not before 5 a.m. or after 10 p.m. School and work combined may not exceed 8 hours per day. This permit is also valid during public school vacations when the hours of work may be increased to legal limits — 8 hours per day and 48 hours per week.

A regular PERMIT TO EMPLOY will be mailed to you by the Work Permits Office or you will be notified of other action taken.

THIS **TEMPORARY** PERMIT EXPIRES FOUR WEEKS FROM DATE ISSUED.

For extended work days preceeding Christmas vacation

Date 9 / 15 /67 School Central High School
Signed by R. S. Watson Title Work Exper. Coord.

Original (blue) to employer.
Duplicate (yellow) to minor.
Triplicate (gray) for school file.

(OVER)

Los Angeles City Schools
Child Welfare and Attendance Branch
Work Permits Office
FORM 32.35 20M SETS 6/66

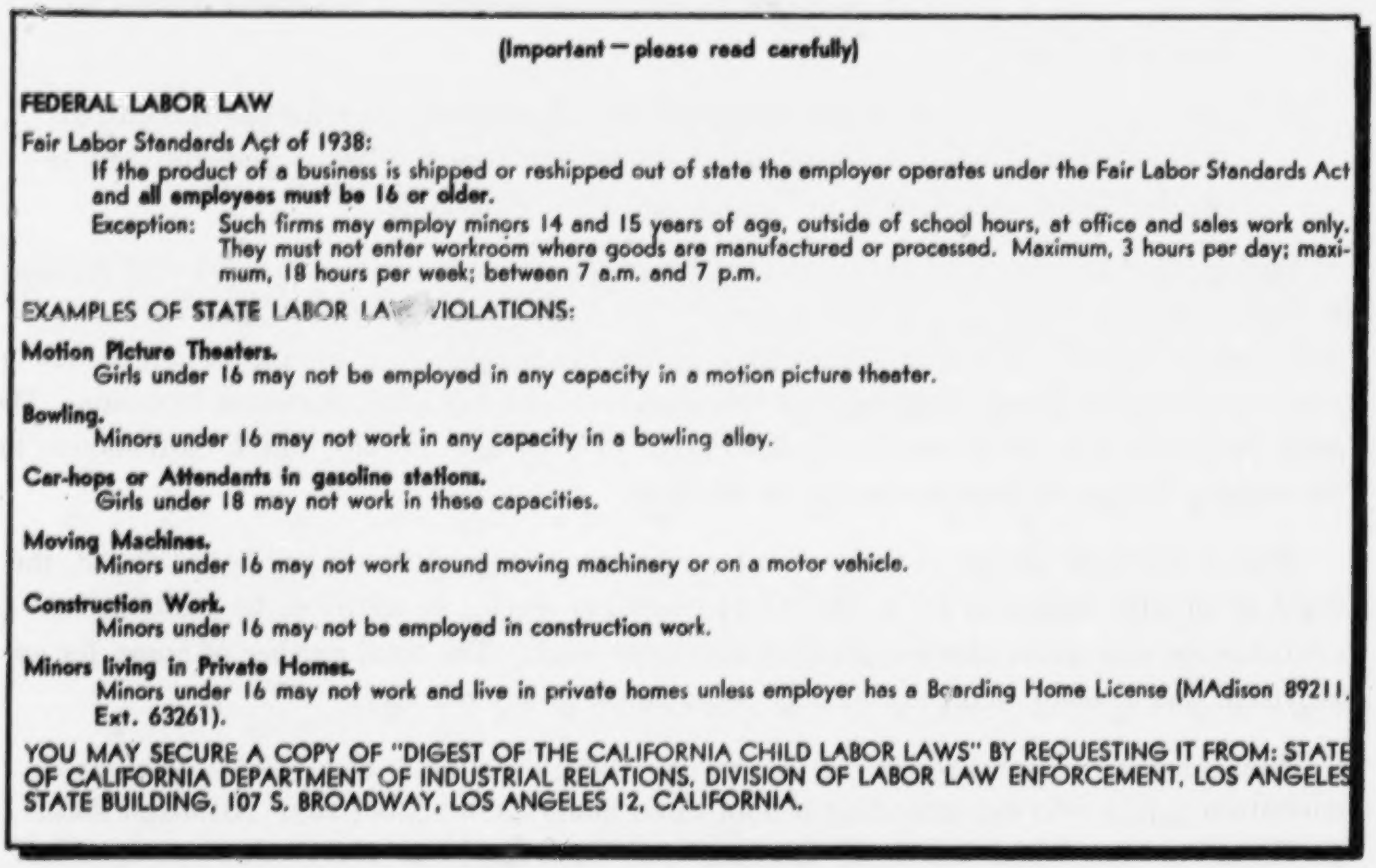
Figure 18 – Form No. 32.35 (Front). The reverse side is shown in Figure 19.

ploy Outside of School Hours. (Refer to Figure 18.) Disposition of the three copies of the temporary permit is as follows:

1. Original copy is given to the pupil for delivery to the employer. This copy is entitled Temporary Permit to Employ Outside of School Hours.
2. Second copy is given to the pupil to retain. This copy is entitled Temporary Permit to Work Outside of School Hours. This temporary permit to work, limited to outside-of-school hours, is utilized by pupils who are enrolled in regular classes.
3. Third copy is retained by the coordinator for the school file of pupils who are employed part time outside of school hours. This file copy is entitled Temporary Permit to Employ and Work Outside of School Hours.

Important legal information pertaining to the employment of minors appears on the reverse side of the form. (Refer to Figure 19.) This information is a reminder to employer, pupil, and school coordinator of federal and state restrictions on employment of minors.

Work experience pupils who are 16 years of age or older are, with one exception, not affected by the state restrictions cited on the reverse side of the Temporary Permit to Employ Outside of School Hours. The exception is applicable to girls under 18, who may not work as a car hop or as an attendant in a gasoline station.



(Important — please read carefully)

FEDERAL LABOR LAW

Fair Labor Standards Act of 1938:

If the product of a business is shipped or reshipped out of state the employer operates under the Fair Labor Standards Act and **all employees must be 16 or older.**

Exception: Such firms may employ minors 14 and 15 years of age, outside of school hours, at office and sales work only. They must not enter workroom where goods are manufactured or processed. Maximum, 3 hours per day; maximum, 18 hours per week; between 7 a.m. and 7 p.m.

EXAMPLES OF **STATE** LABOR LAW VIOLATIONS:

Motion Picture Theaters.
Girls under 16 may not be employed in any capacity in a motion picture theater.

Bowling.
Minors under 16 may not work in any capacity in a bowling alley.

Car-hops or Attendants in gasoline stations.
Girls under 18 may not work in these capacities.

Moving Machines.
Minors under 16 may not work around moving machinery or on a motor vehicle.

Construction Work.
Minors under 16 may not be employed in construction work.

Minors living in Private Homes.
Minors under 16 may not work and live in private homes unless employer has a Boarding Home License (MAdison 89211, Ext. 63261).

YOU MAY SECURE A COPY OF "DIGEST OF THE CALIFORNIA CHILD LABOR LAWS" BY REQUESTING IT FROM: STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF LABOR LAW ENFORCEMENT, LOS ANGELES STATE BUILDING, 107 S. BROADWAY, LOS ANGELES 12, CALIFORNIA.

Figure 19 – Form No. 32.35 (Reverse).

Under the Fair Labor Standards Act, a minor who is 16 years of age or older may be employed in any occupation not declared hazardous by the United States Secretary of Labor. The hazardous occupations are listed on page 18.

Temporary permits authorizing work outside of school hours expire four weeks after the date of issue.

TEMPORARY PERMIT TO EMPLOY FULL TIME

After a pupil has obtained the signatures of a parent and of the employer on the Application for a Work Permit for Full-Time Employment (Figure 15), he returns the form to the continuation education teacher. The teacher completes Part III to certify the applicant's enrollment in continuation education and then issues in triplicate the Temporary Permit to Employ Full Time, which is shown in Figure 20. This permit is an interim authorization to be utilized while a regular permit to employ is being processed. The temporary permit expires four weeks from the date of issuance. Disposition of the three copies of the temporary permit is as follows:

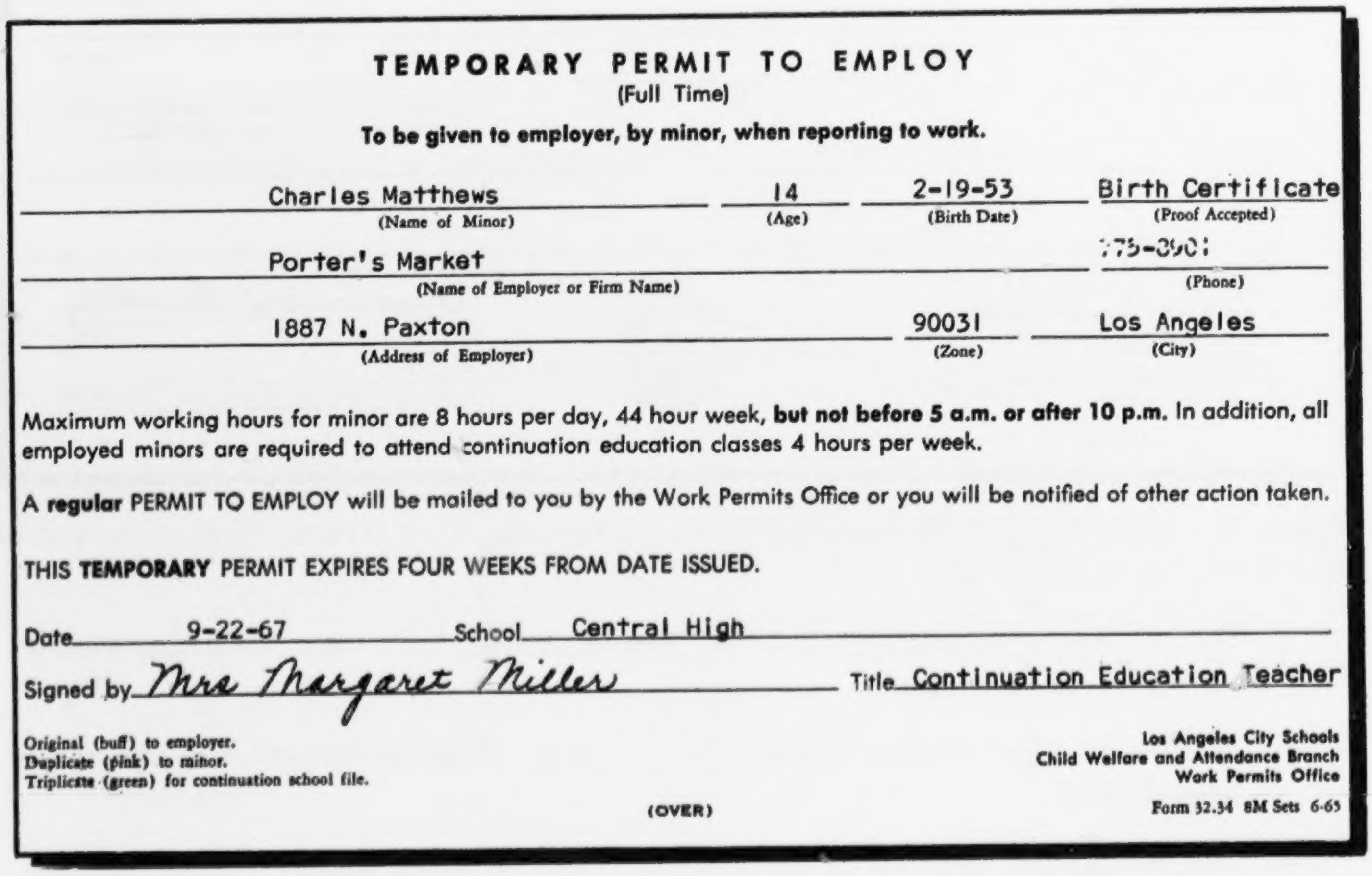
1. Original copy is given to the pupil for delivery to the employer. It is entitled Temporary Permit to Employ Full Time.
2. Second copy is given to the pupil to retain. It is entitled Temporary Permit to Work Full Time.
3. Third copy is retained by the continuation education teacher for the school file of enrolled continuation education students who are employed. The file copy is entitled Temporary Permit to Employ and Work Full Time.

During the four-week period covered by the temporary permit, the employer will receive by mail a regular Permit to Employ issued by the Work Permits Office, Child Welfare and Attendance Branch. (Refer to Figure 21.) Either the temporary or regular permit to employ must be prominently displayed by the employer with his other business licenses. The pupil also will receive by mail a regular Permit to Work (not shown), which corresponds to the regular Permit to Employ except for its title.

When a full-time permit to employ on a temporary or regular basis has been issued, the pupil is usually employed for a total of 44 hours per week. In addition, he must attend continuation education classes for four hours per week. The total number of hours for employment and classes shall not exceed eight hours in any one day.

The Temporary Permit to Employ Full Time also is issued to employed continuation education pupils who are attending school three hours each school day. Although these pupils are not employed full time, they may work for a maximum of five hours on a school day. Since this maximum exceeds that authorized for work experience pupils enrolled in the regular school program, continuation pupils are issued the Temporary Permit to Employ Full Time. Those enrolled in the regular school program are issued the Temporary Permit to Employ Outside of School Hours.

During the summer months or school vacations, the pupil may work a total of 48 hours per week, but not more than eight hours in any one day. If a pupil works at two different addresses for the same employer or for different employers, he must hold a permit to be employed at each location.



TEMPORARY PERMIT TO EMPLOY
(Full Time)
To be given to employer, by minor, when reporting to work.

Charles Matthews	14	2-19-53	Birth Certificate
(Name of Minor)	(Age)	(Birth Date)	(Proof Accepted)
Porter's Market			[illegible]
(Name of Employer or Firm Name)			(Phone)
1887 N. Paxton		90031	Los Angeles
(Address of Employer)		(Zone)	(City)

Maximum working hours for minor are 8 hours per day, 44 hour week, **but not before 5 a.m. or after 10 p.m.** In addition, all employed minors are required to attend continuation education classes 4 hours per week.

A **regular** PERMIT TO EMPLOY will be mailed to you by the Work Permits Office or you will be notified of other action taken.

THIS **TEMPORARY** PERMIT EXPIRES FOUR WEEKS FROM DATE ISSUED.

Date 9-22-67 School Central High

Signed by Mrs Margaret Miller Title Continuation Education Teacher

Original (buff) to employer.
Duplicate (pink) to minor.
Triplicate (green) for continuation school file.

Los Angeles City Schools
Child Welfare and Attendance Branch
Work Permits Office

(OVER)

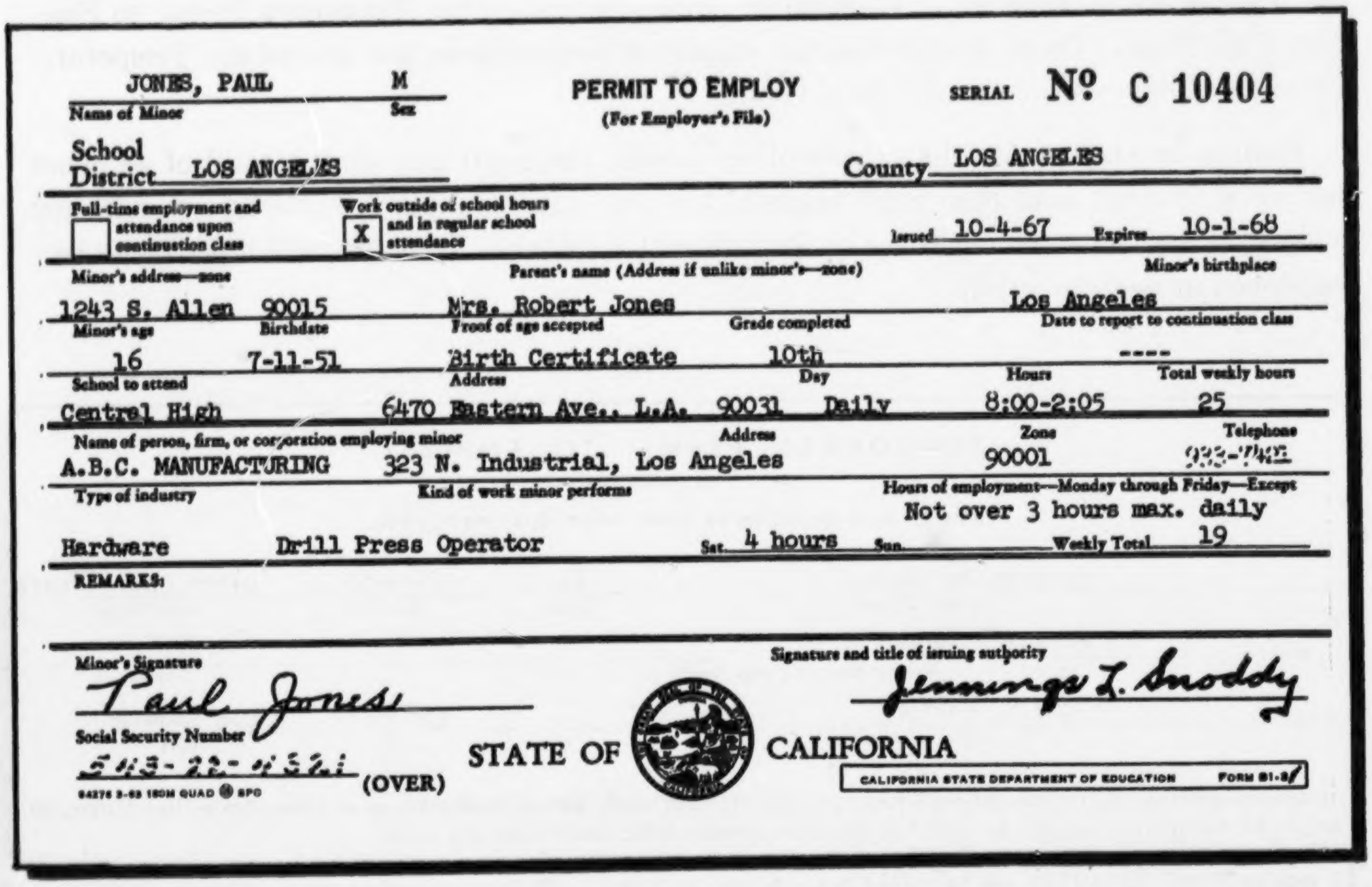
Form 32.34 8M Sets 6-65

Figure 20 – Form No. 32.34 (Front). The same information that appears in Figure 19 is included on the reverse side of this form.

PERMIT TO EMPLOY

The regular Permit to Employ, full or part time, is easily identified by the Great Seal of the State of California that is imprinted at the bottom of the form. (Refer to Figure 21.) Issued in quadruplicate by the Work Permits Office, Child Welfare and Attendance Branch, the copies are distributed as follows:

1. Original copy, shown in Figure 21, is sent to the employer by U.S. mail. It is entitled Permit to Employ.



PERMIT TO EMPLOY
(For Employer's File)

SERIAL № C 10404

Name of Minor: JONES, PAUL
Sex: M
School District: LOS ANGELES
County: LOS ANGELES
☐ Full-time employment and attendance upon continuation class
☒ Work outside of school hours and in regular school attendance
Issued: 10-4-67
Expires: 10-1-68
Minor's address—zone: 1243 S. Allen 90015
Parent's name (Address if unlike minor's—zone): Mrs. Robert Jones
Minor's birthplace: Los Angeles
Minor's age: 16
Birthdate: 7-11-51
Proof of age accepted: Birth Certificate
Grade completed: 10th
Date to report to continuation class: ----
School to attend: Central High
Address: 6470 Eastern Ave., L.A. 90031
Day: Daily
Hours: 8:00-2:05
Total weekly hours: 25
Name of person, firm, or corporation employing minor: A.B.C. MANUFACTURING
Address: 323 N. Industrial, Los Angeles
Zone: 90001
Telephone: 933-[illegible]
Type of industry: Hardware
Kind of work minor performs: Drill Press Operator
Hours of employment—Monday through Friday—Except: Not over 3 hours max. daily
Sat.: 4 hours
Sun.:
Weekly Total: 19
REMARKS:

Minor's Signature: Paul Jones
Social Security Number: 543-22-4321
84276 3-63 150M QUAD SPO
(OVER)

STATE OF CALIFORNIA

Signature and title of issuing authority: Jennings L. Snoddy

CALIFORNIA STATE DEPARTMENT OF EDUCATION FORM B1-3

Figure 21 – California State Department of Education Form No. B1-3 (Front). The reverse side of this form is shown in Figure 22.

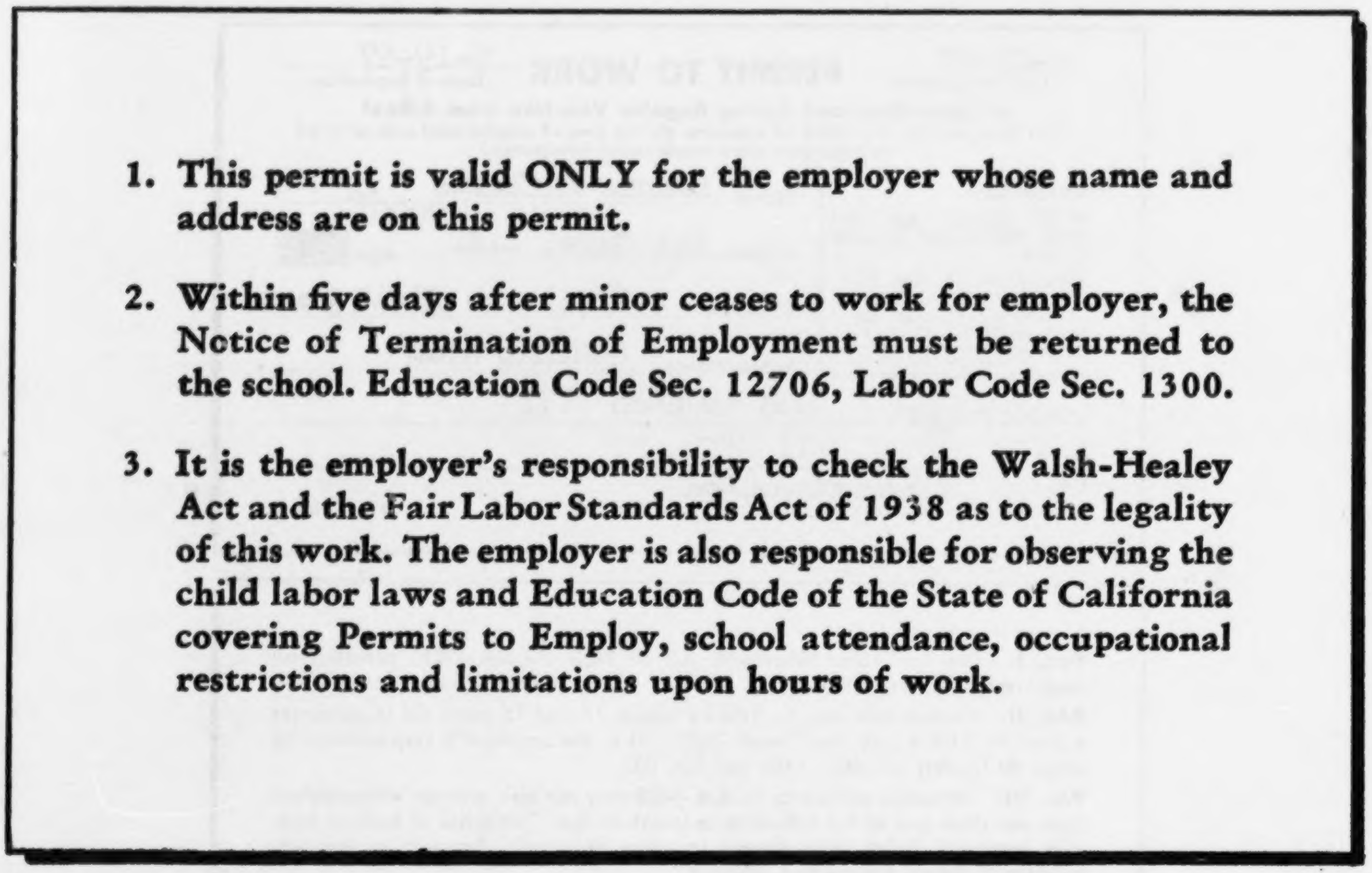
2. Second copy is retained by the Work Permits Office. This copy is entitled Permit to Employ and to Work.

3. Third copy, also entitled Permit to Employ and to Work, is forwarded to the pupil's home school.

4. The fourth copy, entitled Permit to Work, is mailed to the pupil.

The pupil covered by the Permit to Employ shown in Figure 21 may work on a part-time basis on week days. He will attend school daily for five class periods from 8:00 a.m. to 2:05 p.m. and will work on the job for not more than three hours each school day. The hours of after-school employment are not specified on the Permit to Employ. They are omitted so that the employer may have some latitude in assigning the three-hour work period. For example, he may on occasion prefer to have the pupil work from 6:00 to 9:00 p.m. instead of from 3:00 to 6:00 p.m. However, he may not employ any minor under the age of 18 after 10:00 p.m.

The Permit to Employ expires on October 1 of the following school year, unless the pupil reaches his 18th birthday prior to that date, in which case his birthdate is shown on the permit as the date of expiration.



1. **This permit is valid ONLY for the employer whose name and address are on this permit.**
2. **Within five days after minor ceases to work for employer, the Notice of Termination of Employment must be returned to the school. Education Code Sec. 12706, Labor Code Sec. 1300.**
3. **It is the employer's responsibility to check the Walsh-Healey Act and the Fair Labor Standards Act of 1938 as to the legality of this work. The employer is also responsible for observing the child labor laws and Education Code of the State of California covering Permits to Employ, school attendance, occupational restrictions and limitations upon hours of work.**

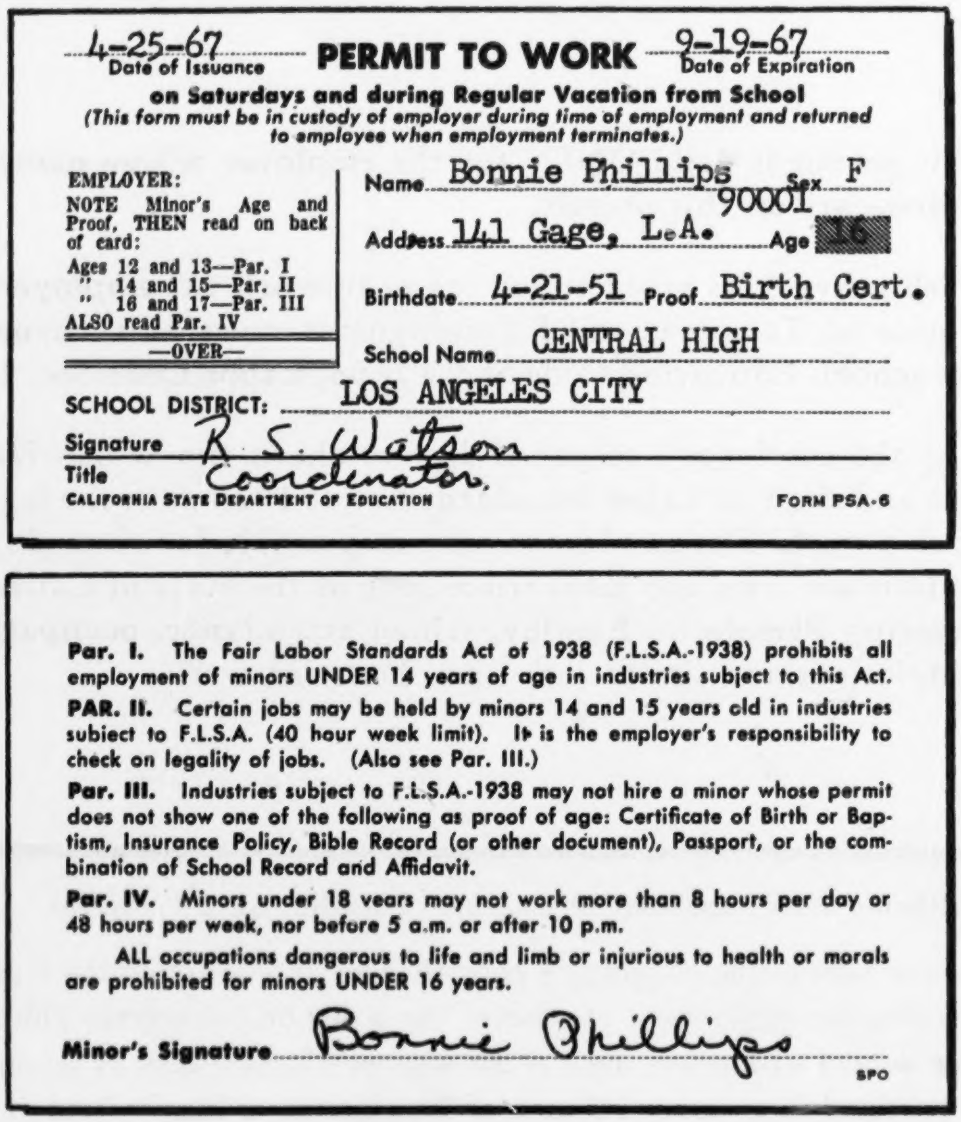
Figure 22 – California State Department of Education Form No. B1-3 (Reverse).

On the reverse side of the employer's copy (Figure 22) are listed the legal regulations and acts governing the employment of minors. As noted on the reverse side, the employer must notify the school within five days if the student's employment is terminated for any reason. The postcard form entitled Notice of Termination of Employment is utilized for this purpose. It is California State Department of Education Form No. B-5, which is shown in Figure 26.

PERMIT TO WORK ON SATURDAYS AND DURING REGULAR VACATION FROM SCHOOL

Even though the pupil may not have an employment assignment at the time, the Permit to Work on Saturdays and During Regular Vacation From School (Figure 23) may be issued to him at the beginning of a vacation period. This permit authorizes the pupil to perform any type of legal work that he may obtain on weekends or during vacation. The authorization is applicable to several jobs as well, if they are held separately and successively during such periods. This special permit, which is retained by the employer for the duration of the employment, is issued by the school Work Experience Coordinator.

If the employment should be continued into a period in which school is regularly in session, the pupil must then apply for a regular permit if he wishes to work either during a part of the



4-25-67 **PERMIT TO WORK** 9-19-67
Date of Issuance Date of Expiration

on Saturdays and during Regular Vacation from School

(This form must be in custody of employer during time of employment and returned to employee when employment terminates.)

EMPLOYER:
NOTE Minor's Age and Proof, THEN read on back of card:
Ages 12 and 13—Par. I
" 14 and 15—Par. II
" 16 and 17—Par. III
ALSO read Par. IV
—OVER—

Name Bonnie Phillips Sex F
Address 141 Gage, L.A. 90001 Age 16
Birthdate 4-21-51 Proof Birth Cert.
School Name CENTRAL HIGH
SCHOOL DISTRICT: LOS ANGELES CITY
Signature R. S. Watson
Title Coordinator
CALIFORNIA STATE DEPARTMENT OF EDUCATION FORM PSA-6

Par. I. The Fair Labor Standards Act of 1938 (F.L.S.A.-1938) prohibits all employment of minors UNDER 14 years of age in industries subject to this Act.

PAR. II. Certain jobs may be held by minors 14 and 15 years old in industries subject to F.L.S.A. (40 hour week limit). It is the employer's responsibility to check on legality of jobs. (Also see Par. III.)

Par. III. Industries subject to F.L.S.A.-1938 may not hire a minor whose permit does not show one of the following as proof of age: Certificate of Birth or Baptism, Insurance Policy, Bible Record (or other document), Passport, or the combination of School Record and Affidavit.

Par. IV. Minors under 18 years may not work more than 8 hours per day or 48 hours per week, nor before 5 a.m. or after 10 p.m.

ALL occupations dangerous to life and limb or injurious to health or morals are prohibited for minors UNDER 16 years.

Minor's Signature Bonnie Phillips

SPO

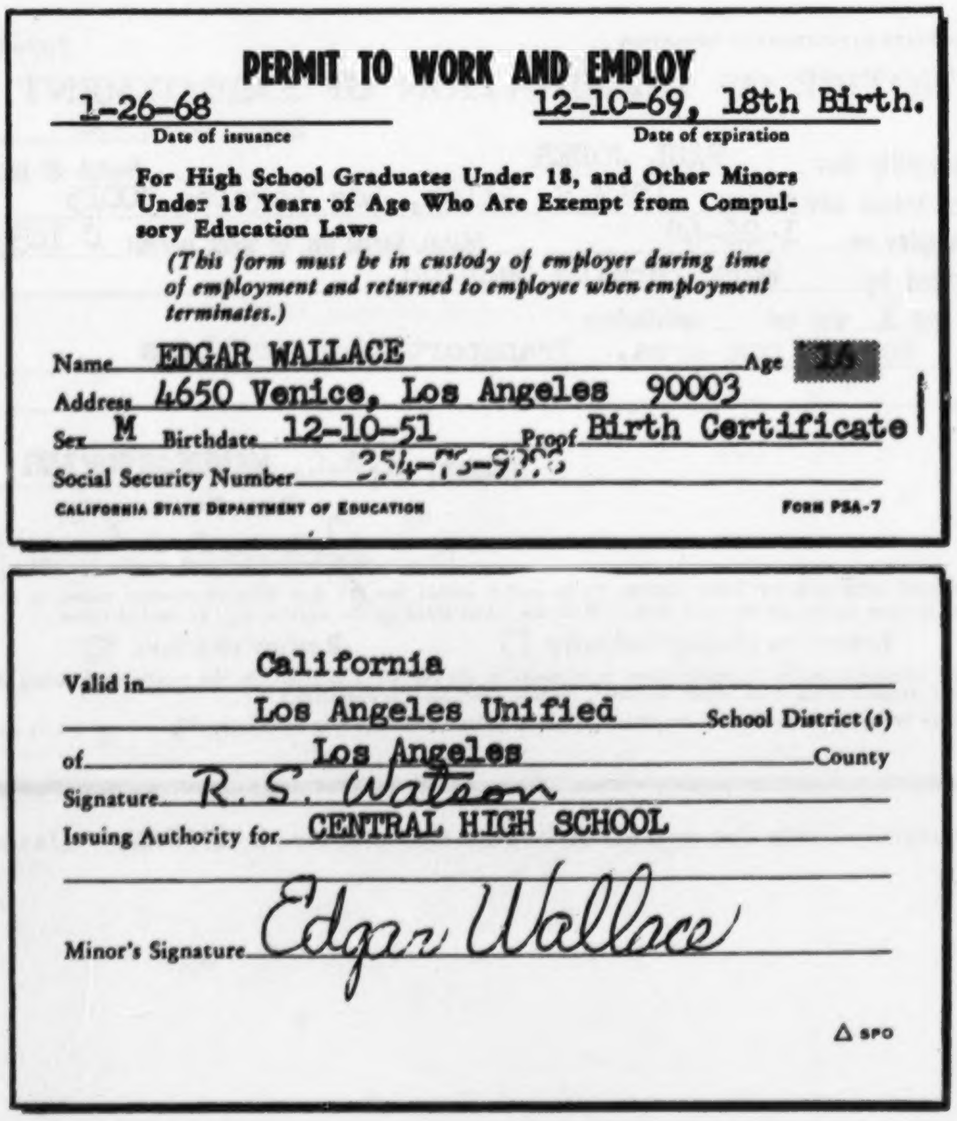
Figure 23 – California State Department of Education Form No. PSA-6 (Front and reverse).

school day or outside of school hours. On the other hand, the pupil need not apply for a permit to work on weekends or during vacation if he already holds a full-time or an outside-of-school hours permit to work on a job that will continue into weekend or vacation periods.

Whenever he issues a permit to work on weekends or during vacation, the school coordinator should record the pupil's name, address, sex, and grade for future reference. In addition, the coordinator must verify the age of the pupil by noting on the front side of the card the accepted proof of age. This information must be supplied to the employer. The types of documents that are acceptable as proof of age are listed on page 63. The pupil who is issued the permit shown in Figure 23 must be 16 years of age. Paragraphs three and four are applicable to employees in this category.

PERMIT TO WORK AND EMPLOY

Legally, a high school graduate does not need a permit to work, even though he may be under 18 years of age. However, because of the many state and federal child labor laws and occupational restrictions, an employer needs to have in his possession proof of age of all employed minors. Essentially, the Permit to Work and Employ (Figure 24) is a verification of age and also a certification to the employer that the usual Permit to Employ (Figure 21) is not required. The form, which is issued by the school coordinator, also is utilized for any minor under 18 years of age who is not a high school graduate but who has been exempted from compulsory school attendance. The employer retains the permit during the minor's period of employment. When the employment is terminated, the permit is returned to the employee.



PERMIT TO WORK AND EMPLOY

Date of issuance: 1-26-68

Date of expiration: 12-10-69, 18th Birth.

For High School Graduates Under 18, and Other Minors Under 18 Years of Age Who Are Exempt from Compulsory Education Laws

(This form must be in custody of employer during time of employment and returned to employee when employment terminates.)

Name: EDGAR WALLACE

Age: [redacted]

Address: 4650 Venice, Los Angeles 90003

Sex: M

Birthdate: 12-10-51

Proof: Birth Certificate

Social Security Number: 254-75-9[illegible]

CALIFORNIA STATE DEPARTMENT OF EDUCATION

FORM PSA-7

Valid in: California

Los Angeles Unified School District(s)

of: Los Angeles County

Signature: R. S. Watson

Issuing Authority for: CENTRAL HIGH SCHOOL

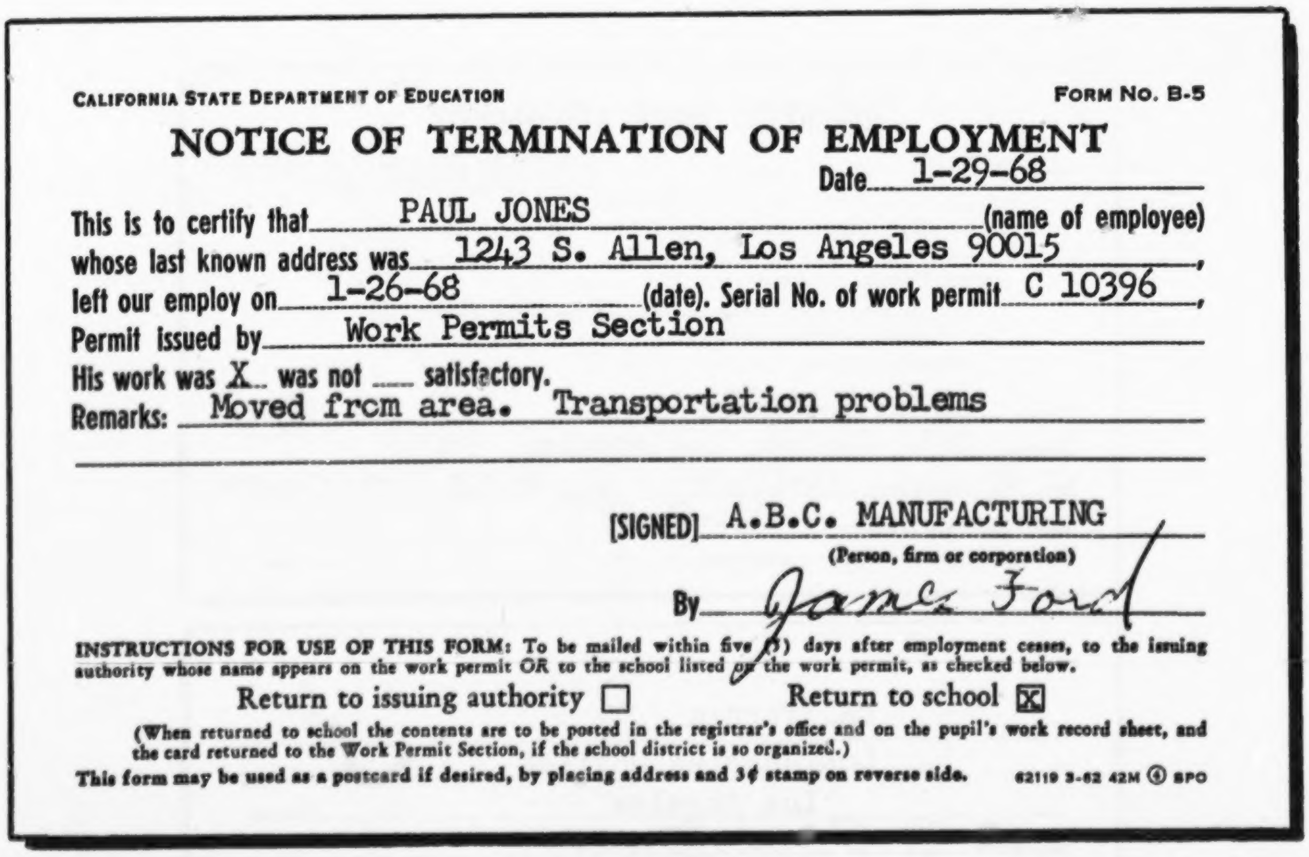
Minor's Signature: Edgar Wallace

△ SPO

Figure 24 – California State Department of Education Form No. PSA-7 (Front and reverse).

NOTICE OF TERMINATION OF EMPLOYMENT

The Notice of Termination of Employment (Figure 25) is a postcard form used by the employer to report that a pupil is no longer employed. The employer must forward the notice to the Work Permits Office, Child Welfare and Attendance Branch, within five days after employment has ceased. Notice of termination of employment also is reported to the Work Experience and Continuation Education Section by the area coordinator on the joint Employer Report on Student Worker – Area Work Experience Coordinator Report. (See Figure 11.) This joint report is submitted in triplicate to the Work Experience Section, which will forward the original copy to the school coordinator concerned.



CALIFORNIA STATE DEPARTMENT OF EDUCATION FORM NO. B-5

NOTICE OF TERMINATION OF EMPLOYMENT

Date 1-29-68

This is to certify that PAUL JONES (name of employee)
whose last known address was 1243 S. Allen, Los Angeles 90015,
left our employ on 1-26-68 (date). Serial No. of work permit C 10396,
Permit issued by Work Permits Section
His work was X was not ___ satisfactory.
Remarks: Moved from area. Transportation problems

[SIGNED] A.B.C. MANUFACTURING
(Person, firm or corporation)
By James Ford

INSTRUCTIONS FOR USE OF THIS FORM: To be mailed within five (5) days after employment ceases, to the issuing authority whose name appears on the work permit OR to the school listed on the work permit, as checked below.

Return to issuing authority ☐ Return to school ☒

(When returned to school the contents are to be posted in the registrar's office and on the pupil's work record sheet, and the card returned to the Work Permit Section, if the school district is so organized.)

This form may be used as a postcard if desired, by placing address and 3¢ stamp on reverse side. 62119 3-62 42M ④ SPO

Figure 25 – California State Department of Education Form No. B-5 (Front). (Issued by the Work Permits Office.)

REFERENCES

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2. *Annual Report – 1965-66 School Year, Work Experience and Continuation Education.* Los Angeles City Schools: Work Experience and Continuation Education Section, Division of Secondary Education.

3. *Basic List of Occupations.* An Aid for Vocational and Educational Planning. 1963 Revision. Los Angeles City Schools: Auxiliary Services Division, Measurement and Evaluation Section, Report No. 256.

4. *California Education Code.* Sacramento: Documents Section, California Department of General Services, 1967.

5. *California Labor Code.* Sacramento: Documents Section, California Department of General Services, 1965.

6. *Catalog of Authorized Subjects for Junior and Senior High Schools.* 1968 Revision. Los Angeles City Schools: Division of Instructional Planning and Services. Publication No. SC-486.

7. *Counselor's Handbook for Junior and Senior High Schools.* Los Angeles City Schools: Auxiliary Services Division. Measurement and Evaluation Section, Report No. 232. Loose-leaf. Maintained on a continuing basis.

8. *Digest of the California Child Labor Laws.* Pamphlet. Sacramento: Division of Labor Law Enforcement, California Department of Industrial Relations, 1965.

9. *A Guide to Child Labor Provisions of the Fair Labor Standards Act.* Wage and Hour and Public Contracts Divisions, Bureau of Labor Standards, U.S. Department of Labor. Child Labor Bulletin No. 101. WHPC Publication 1096. Pamphlet. Washington, D.C.: U.S. Government Printing Office, 1965.

10. *Handbook on Work Experience Education.* A Guide to the Organization and Operation of Work Experience Education Programs. Sacramento: Division of Instruction, California Department of Education, 1965.

11. *Handbook for Young Workers.* Bureau of Labor Standards, U.S. Department of Labor. Bulletin No. 271. Pamphlet. Washington, D.C.: U.S. Government Printing Office, 1965.

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13. *Instructions to Junior and Senior High Schools for Issuing Work Permits During the School Year.* Los Angeles City Schools: Auxiliary Services Division Bulletin No. 9. Revised annually.

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15. "Old Problem: Young Workers. An Analysis of the Child Labor Provisions of the Fair Labor Standards Act," *Occupational Outlook Quarterly, 11,* No. 1. (February, 1967).

16. *Re-definition of Work Experience.* Los Angeles City Schools: Division of Secondary Education, Bulletin No. 25, February 26, 1947.

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18. *Vacation Work Permits – Christmas Holidays.* Los Angeles City Schools: Auxiliary Services Division Bulletin No. 12. Revised annually.

19. *Work Supervisor's Handbook.* Neighborhood Youth Corps. Manpower Administration, U.S. Department of Labor. Pamphlet. Washington, D.C.: U.S. Government Printing Office, 1965.

20. *Youth Employment in California. A Guide for Employers and Young Workers.* Pamphlet. Sacramento: California Departments of Education, Employment, and Industrial Relations, 1963.